

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 25-33

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**Information Management: Publishing and Printing
USMEPCOM PUBLICATIONS PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:

A

Summary. This regulation prescribes policies and procedures for writing stand-alone United States Military Entrance Processing Command (USMEPCOM) publications, and standing operating procedures (SOP). Deletes the use of USMEPCOM pamphlets, memorandums, write-in changes, supplements to Army regulations (ARs), and the "Impact on New Manning System" title page paragraph. Revises the format and placement of the authentication block and page headers, coordination requirements, and procedures for nonconcurrences. Establishes a supplement format for sectors, effective dates for USMEPCOM regulations/changes, procedures for electronic coordination of manuscripts, a standard style and font for USMEPCOM publications, instructions on how to obtain USMEPCOM electronic publications and forms, a publications expert additional duty, and a manuscript checklist for writers. Transfers the overall management of policy memorandums to the Command Executive Officer, HQ USMEPCOM. Prescribes USMEPCOM Form 25-33-1-R-E (Review of Publication).

Applicability. This regulation applies to writers of USMEPCOM publications and sector supplements.

Supplementation. Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Internal Management Control Program. This regulation is subject to the requirements of USMEPCOM Reg 11-4 (Internal Controls). It contains an internal control checklist at appendix D.

*This regulation supersedes USMEPCOM Memo 25-4, 27 July 1989.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, Information

Management Directorate, Support Services Division. Users will send comments and suggested improvements by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

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Chapter 1

General

1-1. Purpose

The purpose of this regulation is to establish policies and procedures for preparing a manuscript for publication.

1-2. References

Required and related publications, required and prescribed forms, and prescribed file number are listed in appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are listed in the glossary.

1-4. Responsibilities

a. Deputy Commander/Chief of Staff (MDC/MCS) is responsible for:

- (1) Reviewing and approving all USMEPCOM manuscripts for publication.
- (2) Approving USMEPCOM publications for rescission.
- (3) Establishing proponent responsibility for publications when proponents are disputing the responsibility.
- (4) Resolving nonconcurrences which cannot be resolved by the proponents.

b. The Command Executive Officer, HQ USMEPCOM, is responsible for managing the interim message changes (IMCs) to USMEPCOM publications and policy memorandums.

c. Director, Information Management is responsible for:

- (1) Establishing policies and procedures for writing USMEPCOM publications.
- (2) Reviewing manuscripts to ensure they conform to administrative and format requirements.
- (3) Preparing and maintaining publications background and record set files.
- (4) Establishing, monitoring, and maintaining an annual review of USMEPCOM publications and forms.
- (5) Designing, approving, and maintaining all USMEPCOM forms.
- (6) Reviewing manuscripts for files, forms, reporting, and Privacy Act requirements.
- (7) Establishing and implementing procedures for preparing, coordinating, publishing, and distributing USMEPCOM publications.

d. Directors and special staff officers are responsible for:

- (1) Establishing policies and procedures through authorized channels.
- (2) Writing and preparing manuscripts according to the guidance established by this regulation.
- (3) Ensuring MIM-SS is notified, in writing, of rescinded USMEPCOM publications and forms.
- (4) Keeping their publications current.
- (5) Updating MEPS IG and internal control review checklists to coincide with official changes to the publication.
- (6) Designating a publications expert.

e. Sector and military entrance processing station (MEPS) commanders are responsible for:

- (1) Carrying out the policies and procedures established by USMEPCOM publications.
- (2) Ensuring USMEPCOM publications and forms are available to the users within their unit.

f. Publications experts are responsible for:

- (1) Serving as the liaison on matters concerning USMEPCOM publications in their assigned area.
- (2) Ensuring manuscripts meet the format, coordination, and submission requirements prescribed in this regulation.

Chapter 2

Planning a Publication

2-1. Preparing the manuscript

Proponents will contact MIM-SS for guidance before writing a USMEPCOM manuscript for publication. The proponent will then research the subject, determine the target audience, provide all the guidance the users need, and determine when the material should become effective. Proponents will comply with the rules established by this regulation, Misc Pub 25-5 (United States Government Printing Office Style Manual), GPO Publication 845.25 (Word Division), Webster's Third New International Dictionary, and the principles of grammar.

2-2. Writing styles

a. Make the style of a publication appropriate for the user and for the purpose intended. The style of writing depends on whether the information being presented is directive or informational. The differences are shown below.

(1) Mood, tense, voice.

(a) The imperative mood ("do"), the future tense ("will"), and the word "must" are the language of command. Since they show no choice of action, use them in publications that are directive and those that prescribe procedures.

(b) Use "can" and "may" to permit a choice.

(c) "Should" is advisory and shows a desirable procedure.

(d) The present tense ("does" and "is") is descriptive rather than directive. Use it to explain standard practices.

(e) Use the active voice when possible.

(2) Personal pronouns. Do not use first and second person pronouns ("I," "we," and "you") in directive publications. However, they may be used in doctrinal and training publications. Second person pronouns ("you") may be used in standard and informational handbooks. The use of third person singular pronouns ("he" or "she") must meet neutral language requirements.

b. Comply with the equal employment opportunity/equal opportunity policy and prevent possible sex discrimination by avoiding sexually specific language, particularly in personnel manuals and personnel directives. For example, use "spouse" instead of "husband" or "wife" and "he or she" instead of "he."

2-3. Choosing the type of publication

The type of publication dictates how to prepare the material for publication. Proponents must consider the audience, and whether the material is directive, instructional, or informational. See **table 2-1** for the types of publications and their uses.

2-4. Stand-alone publications

a. Proponents write stand-alone USMEPCOM publications. Stand-alone publications will contain all the information the user needs. Proponents **WILL ONLY** include required external publications in stand-alone publications if they are **absolutely crucial**. Required external publications are publications the user **must** read in order to comply with the USMEPCOM regulation. They must be cited in the body of the prescribing directive. When listing required external publications at appendix A, proponents will consider the following:

- (1) The reader will have to maintain all required publications.
- (2) Publications that are not on hand will delay the user in complying with the directive.

b. Proponents will summarize, paraphrase, or extract information from required external publications as much as possible. Proponents will not change the contents and format of extracted material (include material verbatim). The source from which the extracted information was taken will be identified in the text (e.g., "Extracted from AR 25-30).

c. When information from an external publication **cannot be summarized or extracted**, the proponent may request it be listed as a required publication. Approval to refer the reader to an external publication instead of summarizing or extracting the material will be justified by memorandum to the Director, Information Management, ATTN: MIM-SS. The approval or disapproval response will be prepared by MIM-SS. The proponent will address the exception on USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet) and will include the MIM-SS response at tab B of the manuscript package. Proponents will not direct the reader to external publications to read information that can smoothly be incorporated into a USMEPCOM publication.

2-5. Consolidation

Proponents will consider consolidation when writing a new or when revising an existing USMEPCOM publication. Proponents will consolidate publications of like functions, as illustrated below, into one publication.

- USMEPCOM Pam 25-30 (Index of the United States Military Entrance Processing Command Publications)
- USMEPCOM Reg 25-30 (Dictionary of USMEPCOM-unique Abbreviations and Terms)
- USMEPCOM Pam 25-32 (Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms)
- USMEPCOM Reg 25-32 (Correspondence Procedures)
- USMEPCOM Reg 25-33 (USMEPCOM Publications Program)

2-6. Use of copyrighted material, credit lines, and bylines

USMEPCOM publications will not contain copyrighted material without the written consent of the copyright owner. They will not contain credit lines or bylines of Service authors, artists, illustrators, photographers, or the names of persons who helped in the preparation. Courtesy credit lines will be given only for uncopyrighted materials contributed or lent by non-Government parties. Refer questions concerning copyrighted material to the Command Judge Advocate, or to the office responsible for patent and copyright matters.

2-7. Publication series number

Proponents will ensure the manuscript contains the correct series number, see **appendix B**.

Table 2-1
Types of USMEPCOM publications and their uses

Type of Publication	Type of Material	Term	Audience
Regulation	Directive	Permanent	Commandwide and/or external users
Supplement*	Directive	Permanent	Sector, MEPS
Change	Directive	Permanent	Commandwide
Automated data systems manual (ADSM)	Instructional	Permanent	Commandwide
Handbook	Informational and/or instructional	Permanent	HQ USMEPCOM, sectors, MEPS, and/or external users
Poster	Informational	Temporary/ permanent	Commandwide

*Sector supplementation to USMEPCOM regulations.

Chapter 3

Types of Official Publications

3-1. Official publications

Official publications will establish policies and/or procedures affecting activities within USMEPCOM. The Commander, USMEPCOM; the Director, Information Management; or an authorized individual, will sign official publications.

3-2. Regulations

Regulations are permanent directives and are effective until changed, superseded, or rescinded. They will be used to prescribe USMEPCOM policies, procedures, forms, file numbers, reports, automated data systems manuals (ADSMs), handbooks, and posters. See **figure 3-1** for a sample format of a regulation with chapters. See **figure 3-2** for sample format of a regulation with chapters and sections.

3-3. Supplements

a. A supplement will contain only additional information, explanations, or information specifically needed by the sector. It will not change, supersede, or revise any portion of the USMEPCOM regulation. Supplements will remain effective until superseded or rescinded. A rescinded regulation automatically rescinds its supplement and all its changes.

b. When a regulation prohibits supplementation, and the user considers it necessary, a request for exception will be made in writing. The requester will forward a copy of the proposed supplement and written request to the proponent of the regulation.

c. HQ USMEPCOM, sector, and MEPS proponents will not write supplements to ARs. Sector commanders may supplement a USMEPCOM regulation when authorized by the regulation. MEPS will not supplement USMEPCOM regulations. USMEPCOM regulations and sector supplements will contain one of the supplementation paragraphs at paragraph 4-6c. See **figure 3-3** for sample format of a sector supplement. Proponents will forward one copy of all approved and authenticated supplements to the following HQ USMEPCOM elements:

- (1) Proponent identified in the "supplementation" paragraph of the basic USMEPCOM regulation.
- (2) Inspector General.
- (3) Information Management Directorate, ATTN: MIM-SS.

3-4. Automated data system manuals (ADSMs)

ADSMs will provide the complete technical documentation for all automated data systems (ADSs). USMEPCOM regulations will prescribe the use of ADSMs. ADSMs will not establish policy; however, they may distribute policy already prescribed in a USMEPCOM regulation. ADSMs format requirements are as follows:

- a. Text will be typed in WordPerfect Times New Roman style, 11 points, on 8 1/2- by 11-inch plain white bond paper. Courier style will be used only when Times New Roman is not available.
- b. Each page will contain 1-inch left and right margins, 1/2-inch top and bottom margins, the publication number, publication date, and a page number.
- c. Required title page paragraphs, see chapter 4, section II.

- d. Authentication page (see **fig. 4-1**).

3-5. Handbooks

Handbooks will explain policies and procedures prescribed by a USMEPCOM regulation. There are two types of handbooks, standard and informational. Neither type of handbook will prescribe policies, procedures, responsibilities, forms, and file numbers. Handbooks are permanent until superseded or rescinded.

a. Standard handbooks.

(1) Uses. Standard handbooks are used to publish information needed to carry out policies and procedures prescribed by USMEPCOM regulations. Such examples are:

- (a) Specific procedures (i.e., military justice training procedures).
- (b) Special guidelines (i.e., posting and filing publications).
- (c) Reference data (i.e., catalogs and indexes).

(2) Format. There is no standard format for the body of a handbook, however, it will contain a title page. The title page will include the following elements:

- (a) Name and address of the issuing agency.
- (b) Publication number and date.
- (c) Series and publication titles.
- (d) Required title page and body paragraphs.
- (e) Authentication block.
- (f) Supersession notice, if applicable.

b. Informational handbooks.

(1) Uses. Informational handbooks are used to briefly explain guidance on subjects in support of the USMEPCOM mission. Some examples of informational handbooks are:

- (a) Literature for recruiters, applicants, and family members.
- (b) Traveling tips for applicants and family members.
- (c) Country guides.

(2) Format. There is no set organization or format for informational handbooks, however, they will contain a title page and number. Handbooks will be numbered in accordance with the regulation that prescribes its use. For example, USMEPCOM Reg 25-33 will prescribe two handbooks, they will be numbered "USMEPCOM Handbook 25-33-1" and "USMEPCOM Handbook 25-33-2." The title page will consist of the elements listed below.

- (a) Name and address of the issuing agency.

- (b) Type (i.e., handbook) and number of the publication.
- (c) Date of the publication.
- (d) Series and publication titles.
- (e) Required title page and body paragraphs.
- (f) Authentication block.
- (g) Supersession notice, if applicable.

c. Art work and color/multicolor printing. The publications control officer (PCO), MIM-SS, will approve handbooks that contain artwork and requires color/multicolor printing. The PCO will print handbooks requiring color/multicolor printing in hard copy and distribute to users through normal distribution channels. For additional information on color/multicolor printing, see paragraph 5-3. To order hard copy USMEPCOM publications and forms, users will complete a DA Form 17 (Request for Publications and Blank Forms) and forward it to the Correspondence/Distribution Center (MIM-SS-MP). Users may fax the form to MIM-SS-MP or send it through normal distribution channels.

3-6. Changes

Changes are official alterations to a publication; they may add new material and/or delete and correct preexisting material. **Only the proponent of the publication may issue changes.** Do not use changes to correct or update typographical errors, references, terminology, and office symbols; make these types of alterations when revising the publication. Changes will maintain the same distribution code of the basic publication. There are two types of changes: permanent (see par. 3-7) and IMC (see par. 3-8). A revision is also an official alteration to a publication, however, it is not considered a change. A revision will be accomplished as prescribed by paragraph 3-9.

3-7. Permanent changes

Proponents will accomplish alterations by page changes **only**. Alterations will remain in effect until they are superseded or rescinded. Permanent changes may include an expiration date for temporary policy and procedures. The proponent will determine whether to set an expiration date.

a. Page changes. A page change will consist of a transmittal page and page inserts. Proponents will prepare a transmittal page and page inserts as follows:

(1) **Transmittal page.** The transmittal page will tell the user what pages to remove and/or insert. It will contain a title page and required paragraphs. See **figure 3-4** for a sample transmittal page.

(2) **Page inserts.** A page insert(s) will accomplish alterations to an existing publication. When alterations exist only on one side of the page, the proponent will print both sides (front and back) of the page. The proponent will ensure the change number appears before the publication number (e.g., C1, USMEPCOM Reg 40-8) on both sides of the altered page. Users will remove and/or insert pages as instructed by the transmittal page. See **figure 3-5** for sample page change.

b. Adding new material. Place an asterisk in front of the new material (e.g., chapter, paragraph number, subparagraph number, etc.). When a new chapter is being added or entirely rewritten, place an asterisk before the chapter title. It will appear in the text as follows:

***Chapter 6**
The Command Message System

Add new material in sequential order when feasible. When adding new material between preexisting material use the point numbers. For example:

- (1) When adding a new page between pages 1-1 and 1-2, number it 1-1.1.
- (2) When adding two new paragraphs between paragraphs 2-1 and 2-2, number them 2-1.1 and 2-1.2.
- (3) When adding a new subparagraph between subparagraphs a and b, number it a.1.
- (4) When adding a new table between tables 3-1 and 3-2, number it 3-1.1.
- (5) When adding three new figures between figures 4-1 and 4-2, number them 4-1.1, 4-1.2, and 4-1.3.

c. Rescinding preexisting material. Rescinded material will keep its original number, title, and place in the text. Place an asterisk in front of the rescinded material and type in bold uppercase/ lowercase letters the word “Rescinded” after it in parentheses. For example, paragraph 3-4 was rescinded, the paragraph will appear in the text as follows:

***3-4. Permanent changes (Rescinded)**

Note: In any future change, keep the number, the title, and (Rescinded),” but **remove** the asterisk (see sample at **fig. 3-5**). The number and title will only be changed when the publication is revised.

When deleting an entire part of a publication that starts a new page and has more than one page, (i.e., chapters, appendixes, glossary, index, tables, and figures) annotate the first page. For example, chapter 4 in its entirety is rescinded. Chapter 4 has 10 pages, maintain the first page and delete the other pages. Place the asterisk in front of the chapter as shown below:

***Chapter 4**
Printing Management (Rescinded)

Include on the transmittal page the following:

Remove pages

4-1 through 4-10

Insert pages

4-1

d. Table of contents, appendix A, glossary, and index. Proponents will ensure these parts of the publication are updated when adding new material or rescinding preexisting material. For example:

- (1) Update the table of contents when adding a new master paragraph, chapter, section, glossary, and/or index. Listing figures and tables in the table of contents are optional; however, if they are listed, apply the same rule.
- (2) Update the appendix A (reference appendix) when new or rescinded material affects the paragraph numbers cited in appendix A.
- (3) Update the glossary when adding or deleting an abbreviation and/or term.
- (4) Update the index when new or rescinded material affects the paragraph numbers cited in the index.

3-8. Interim Message Changes (IMCs)

Proponents may issue an IMC to an official USMEPCOM publication when the information is of an immediate nature, and a permanent change will not reach the users soon enough. The Command Executive Officer, HQ USMEPCOM, has the overall responsibility for IMCs. The Command Executive Officer will distribute IMCs via the Command Message System. Proponents establishing changes by IMCs will incorporate them in a permanent media (revision or permanent change) and submit them to MIM-SS 14 days from the distribution date. MIM-SS will give priority processing to manuscripts incorporating IMC changes in a permanent publication. For originator responsibilities and IMC format, see USMEPCOM Reg 25-32, paragraphs 4-2 and 4-3.

3-9. Revisions

A publication will be revised when directed by the Commander, USMEPCOM; the proponent, or the revision percentage formula. Using the revision percentage formula, proponents will revise publications when:

- a. There are alterations to a publication of five or fewer pages.
- b. There are alterations to a publication of 6 to 40 pages and 50 percent of its pages have been altered.
- c. There are alterations to a publication of 41 to 99 page and 75 percent of its pages have been altered.
- d. There are alterations to a publication of 100 to 199 pages and 85 percent of its pages have been altered.
- e. There are alterations to a publication of 200 to 400 pages and 90 percent of its pages have been altered.
- f. The publication has alterations of 100 percent (every page has an alteration).

3-10. Posters

a. Use. USMEPCOM posters created for commandwide use will require a prescribing directive. The prescribing directive will contain the purpose for issuing the poster and how to obtain it.

b. Format. There is no set format for posters, however, they will contain a number and date. The editor (MIM-SS) will assign the poster a number and date. The poster will display the same date as its prescribing regulation. For example: USMEPCOM Poster 25-90, 15 Jul 97.

c. Review and approval. Before creating a poster, contact the editor to ensure there is no poster of a similar type. If there is no poster of a similar type the proponent may create the poster in draft. Manuscripts prescribing posters will be coordinated with the Public Affairs Officer and PCO. The Public Affairs Officer will review the posters for propriety, impact on military personnel and the public, and effectiveness. The PCO will review all completed draft posters for printing specifications.

Page margins = ½ inch on the top and bottom and 1 inch on the sides

1 July 1997

USMEPCOM Reg 25-49

Chapter 1.....(Always start chapters on a new page)
Chapter Title

1-1. Paragraph title

Bold paragraph number and title; do not put a period after the title. Uppercase proper titles only. Start text directly under the title.

a. Subparagraph title (bold). This is the first subdivision of a paragraph, **indent three spaces from the left margin.** If a subparagraph is titled/untitled at one subdivision, titled/untitled all subparagraphs at that subdivision within that paragraph. If "a" is titled/untitled, "b," and "c," will be titled/untitled. In order to have a subparagraph "a" there must be a subparagraph "b." If you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. For untitled subparagraphs, start typing the text two spaces after the number. Bring all succeeding lines flush left.

(1) Subparagraph title (bold). This is the second subdivision of a paragraph, **indent six spaces from the left margin.** It may be titled or untitled. In order to have a subparagraph "(1)" there must be a subparagraph "(2)." When you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. Bring all succeeding lines flush left.

(a) This is the **third and final** subdivision of a paragraph, **indent nine spaces from the left margin.** It may be titled or untitled. In order to have a subparagraph "(a)" there must be a subparagraph "(b)." Bring all succeeding lines flush left. Start with subparagraph "(a)" and so on (e.g., (b), (c), (d), etc.).

(b) Text.

(2) Subparagraph title (bold). Text.

b. Subparagraph title (bold). Text.

1-2. Paragraph title

Some paragraphs do not have subdivisions, or may begin with introductory text before subdividing. In either case, Begin typing the text under the paragraph title. Do not insert a space before typing the text.

1-3. Paragraph title

When breaking up a paragraph, carry over at least two lines of text to the next page.

1-1

Figure 3-1. Sample regulation with chapters

Page margins = ½ inch on the top and bottom and 1 inch on the sides

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USMEPCOM Reg 25-49

Chapter 1.....(Always start chapters on a new page)

Chapter Title

Section 1(**Italicize, bold, and underline title. In order to have a section 1 there must be a section 2)**
General

1-1. Paragraph title

Bold paragraph number and title; do not put a period after the title. Uppercase proper titles only. Start text directly under the title.

a. Subparagraph title (bold). This is the first subdivision of a paragraph, **indent three spaces from the left margin.** In order to have a subparagraph "a" there must be a subparagraph "b." If a subparagraph is titled/untitled at one subdivision, titled/untitled all subparagraphs at that subdivision within that paragraph. If "a" is titled/untitled, "b," and "c," will be titled/untitled. If you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. For untitled subparagraphs, start typing the text two spaces after the number. Bring all succeeding lines flush left.

(1) Subparagraph title (bold). This is the second subdivision of a paragraph, **indent six spaces from the left margin.** In order to have a subpara-graph "(1)" there must be a subparagraph "(2)." When you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. Bring all succeeding lines flush left.

(a) This is the **third and final** subdivision of a paragraph, **indent nine spaces from the left margin.** In order to have a subparagraph "(a)" there must be a subparagraph "(b)." It may be titled or untitled. Bring all succeeding lines flush left. Start with subparagraph "(a)" and so on (e.g., (b), (c), (d), etc.).

(b) Text.

(2) Subparagraph title (bold). Text.

b. Subparagraph title (bold). Text.

1-2. Paragraph title

Some paragraphs do not have subdivisions, or may begin with introductory text before subdividing. In either case, bring the first and following lines flush left. Try to end each page with a complete paragraph.

1-1

Figure 3-2. Sample regulation with chapters and sections

Page margins = ½ inch on the top and bottom and 1 inch on the sides

1 July 1997

USMEPCOM Reg 25-49

Section 2(**Double space and type the section title. Do not start sections on a new page.**)
Title

1-3. Paragraph title

Continue to number paragraphs in sequential order throughout the chapter.

1-4. Paragraph title

Text.

1-5. Paragraph title

Text.

1-6 Paragraph title

Text.

*Section 3*Title**1-7. Paragraph title**

Text.

a. Text.

b. Text.

*Section 4*Title**1-8. Paragraph title**

Text.

1-2

Figure 3-2. Sample regulation with chapters and sections - continued

Page margins = ½ inch on the top and bottom and 1 inch on the sides

(HEADER) ESEC Suppl 1 to USMEPCOM 25-89

1	DEPARTMENT OF DEFENSE	
2	HEADQUARTERS, EASTERN SECTOR	
3	UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND	
4	2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094	
5		
6	ESEC Supplement 1 to	1 July 1997
7	USMEPCOM Reg 25-89	
8		

9	Series Title... (Center, use uppercase/lowercase bold letters, & same title of the basic regulation)
10	PUBLICATION TITLE.... (Center, use uppercase bold letters, & title same as the basic regulation)
11	
12	_____
13	
14	FOR THE COMMANDER:
15	
16	
17	OFFICIAL: SHERRI A. DOE
18	Colonel, USA
19	Commander
20	
21	James A. Doe
22	JAMES A. DOE
23	Colonel, USA
24	Title.....(Administrative officer's signature block, or authorized individual)
25	
26	DISTRIBUTION:
27	
28	1 - MCO-E
29	1 - ea sector element
30	1 - ea MEPS
31	1 - HQ USMEPCOM, MIM-CD....(Proponent of the basic regulation.)
32	1 - HQ USMEPCOM, MIM-SS
33	1 - HQ USMEPCOM, MIG
34	_____
35	
36	Supplementation. Further supplementation to this regulation is prohibited.
37	
38	Suggested improvements. The proponent agency of this supplement is Headquarters, Eastern Sector. Users will send comments and suggested improvements, by
39	memorandum or Department of the Army (DA) Form 2028 (Recommended
40	Changes to Publications and Blank Forms), to Headquarters, Eastern Sector,
41	ATTN: MCO-E, 2500 Green Bay Road, North Chicago, IL 60064-3094.
42	
43	
44	USMEPCOM Reg 25-89, 9 January 1997, is supplemented as follows:
45	
46	Page 5, paragraph 10, Reporting instructions. Add subparagraph d after
47	subparagraph c as follows:

Figure 3-3. Sample sector supplement

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides		
1 July 1997	(HEADER)	SEC Suppl 1 to USMEPCOM Reg 25-89
1	d. Reports from MEPS will contain an explanation of deficiencies reported. This	
2	information will be used for planning purposes by Eastern Sector.	
3		
4	Page 6, paragraph 11, Submission of reports. Add the following:	
5		
6	Reports from MEPS will be submitted to Commander, Eastern Sector, by 5	
7		
8	Page 7. Add paragraph 14.1 after paragraph 14 as follows:	
9		
10	14.1 Copier controls	

11 MEPS will post required copier controls by all copiers. XXXXXXXX
 12 XX
 13 XX
 14 XX.

Figure 3-3. Sample sector supplement - continued

Page margins = ½ inch on the top and bottom and 1 inch on the sides

(HEADER) C1, USMEPCOM Reg 40-8

1 DEPARTMENT OF DEFENSE
 2 HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
 3 2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094
 4

5 Change 1 July 1997

6 No. 1

7 **Effective: 4 August 1997** (At least 30 days,
 8 see par. 4-5d.)

10 **Series Title** (Series and publication titles are
 11 **PUBLICATION TITLE** the same as the regulation.)
 12

13	_____
14	
15	FOR THE COMMANDER:
16	
17	
18	
19	
20	OFFICIAL: CHESTER A. DOE
21	Colonel, USA
22	Deputy Commander/Chief of Staff
23	DELORES A. DOE
24	DELORES A. DOE
25	Director, Information Management
26	
27	DISTRIBUTION:
28	A (Same distribution as the regulation.)
29	
30	_____
31	
32	Summary. This is a change to USMEPCOM Reg 40-8, 1 October 1995. (Sum-
33	marize the change(s) here.)
34	
35	Suggested improvements. The proponent agency of this regulation is Headquar-
36	ters, United States Military Entrance Processing Command (HQ USMEPCOM),
37	Medical Directorate, Professional Division. Users will send comments and
38	suggested improvements by memorandum, or DA Form 2028 (Recommended
39	Changes to Publications and Blank Forms), to HQ USMEPCOM, ATTN: MMD-
40	PD, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Figure 3-4. Sample transmittal page

Page margins = ½ inch on the top and bottom and 1 inch on the sides		
1	July 1997	(HEADER) C2, USMEPCOM Reg 40-8
2	1. New or changed material is indicated by an asterisk (*).	
3	2. Remove old pages and insert new pages as follows:	
4		
5	<u>Remove pages</u>	<u>Insert pages</u>
6		
7	4-11 and 4-12	4-11 through 4-12.1
8	B-3 and B-4	(remove pages only)
9D-1 through D-5	(insert pages only)
10		
11	3. File this transmittal page in front of the publication.	

Figure 3-4. Sample transmittal page - continued

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

1 July 1997

(HEADER)

C2, USMEPCOM Reg 40-8

b. Suspend individual results for 3 working days, then fax results requests for assistance. When results return by fax, MEPS will enter results into MIRS using "BODO" transaction.

***4-16. Drug test results**

Testing laboratory will forward drug test results to HQ USMEPCOM each night through electronic interface. Results received from the testing laboratory will post to the host data base and transmit to the MEPS during nightly communication. Honolulu MEPS will receive copies of USCDs from TAMC with results annotated and manually enter results into MIRS.

***4-16.1. Unable to test at laboratory**

Occasionally, the laboratory will be unable to test specimens and the MEPS will receive a two-position numeric cancellation code instead of alpha results codes for marijuana and cocaine. The first number will appear in the marijuana block and the second in the cocaine block. Chapter 6 has a complete list of codes and definitions. Applicants

receiving cancellation codes must provide additional specimens before processing continues.

***4-17. USMEPCOM Form 40-8-5-R (Urine Specimen Custody Document Statement of Correction)**

This form is referred to as a "statement of correction." Administrative errors on the USCD can often be corrected by submitting a statement of correction to the laboratory. See figure 4-5 for a completed sample. The laboratory will notify MMD-PD when a statement of correction is required; MMD-PD will notify MEPS of the specific error. MEPS commander will complete the statement of correction and identify each person involved in making the error. Commander or acting commander will sign the statement of correction. Each person identified as having part in the error will sign the statement of correction. Commanders will not delegate responsibility for signing this document to any other person. Signing "for" the commander or any person involved in making the error is specifically prohibited. If the person who made the error is absent because of sickness, temporary duty, etc., annotate the statement of correction accordingly. If the commander is absent from the station because of leave, temporary duty, etc., the commander will sign the statement of correction. FAX statements of correction to MMD-PD within 24 hours of notification that correction is required. Specimens will not be canceled if statements of correction are received within this timeframe; specimens will be canceled if statements of correction are late or incorrect. Statements of correction will be used to correct missing or erroneous dates, collection sites, return results blocks laboratory name and address, or means of shipment. They will not be used to correct missing signature on USCDs or errors on acting bottle labels.

4-18. Recording initial drug test results

Copy initial test results from the PCN 7.HM002 to the SF 88 of each applicant. Honolulu MEPS will transcribe results from the USCD, provided by TAMC, to the SF 88 and enter results into MIRS.

a. Initial negative results.

4-12

Figure 3-5. Sample page change

Page margins = ½ inch on the top and bottom and 1 inch on the sides

1 July 1997

(HEADER)

C2, USMEPCOM Reg 40-8

(1) Record negative results as "NEG" under "First Test" of item 50.

*(2) Enter "N" in the "code" block under "First Test."

*(3) No additional annotations are required in item 50.

b. Initial positive results.

(1) Record positive results as "POS" under "First Test" of item 50.

(2) Make an entry in the "Code" block under "First Test." Enter "M" if positive THC. Enter "C" if positive cocaine. Enter "MC" if positive THC and cocaine.

(3) Change profile entry in item 76 (under "S" in PULHES) to "3T."

(4) Enter the appropriate disqualifying code in item 78. If positive THC, enter "4M." If positive cocaine, enter "4C." If positive for both THC and cocaine, enter "4M/4C."

(5) If CMO interviews applicants and determines cocaine dependency, enter "4D" in item 78. There is no DOD code for marijuana dependency.

4-19. Second test procedures and results (Rescinded)

4-12.1

Note: Note in the sample above that paragraph 4-19 was rescinded. C1, USMEPCOM Reg 40-8 rescinded the paragraph, the paragraph does not require an asterisk.

Figure 3-5. Sample page change - continued

Chapter 4

Preparing a Publication

Section I

General

4-1. Manuscript format

Proponents will create the manuscript (a draft publication) in WordPerfect software, **Times New Roman** style, and 11-point font size. Courier style is permissible only when Times New Roman is not available.

Margins will be set to ½ inch on the top and bottom and 1 inch on the sides. All parts of the manuscript will be contained in one file, not separate ones. For example, if a manuscript has chapters, appendixes, a glossary, etc., do not create a separate file name for each part. Before forwarding the manuscript for editorial review, the publications expert will ensure the manuscript is in the correct format as prescribed in this regulation.

4-2. Parts of a publication

USMEPCOM publications will contain required and/or optional parts (see **table 4-1**).

4-3. Division numbering and titling

a. The divisions of a publication (i.e., paragraphs, subparagraphs, sections, chapters, appendixes, glossary, and index) and certain parts (i.e., figures and tables) will be numbered to help make referencing easy.

b. All divisions (except subparagraphs), figures, and tables will have numbers and titles. Subparagraphs may or may not have titles (see instructions in **figs. 3-1 and 3-2**).

4-4. Publication and form titles

Titles of publications and forms will be identified after its number in parentheses the first time they are mentioned in the text, after that, only the number will be used.

Section II

The Title Page

4-5. The title page

The title page is the first page of a publication. It is required for all USMEPCOM publications and will contain the following information:

a. Publication number. The publication number will identify the agency (e.g., USMEPCOM), type of publication (e.g., Reg) series number (e.g., 25), and subseries number (e.g., 32). For example, the publication number will read “USMEPCOM Reg 25-32.” Proponents will use **appendix B** to assign series numbers to new manuscripts. Appendix B lists the series numbers, titles, and descriptions. The editor, MIM-SS, will assign subnumbers to all USMEPCOM manuscripts.

b. Heading. The heading will contain the DOD title on line one, the proponent agency's name on line two, and the proponent agency's address (city, State, and nine-digit ZIP Code) on line three. It will be centered at the top of page 1 **only** and typed in bold uppercase letters. The heading will be limited to three lines except when:

- (1) A street address or physical location requires an extra line.
- (2) A title is too long for one line. In such cases, shorter designations or authorized abbreviations will be considered without sacrificing clarity of meaning.

c. Publication date. The date on the publication is the date the signature authority signed the manuscript. The editor, or responsible individual, will date each page of the manuscript.

d. Effective date. MIM-SS will assign effective dates to all USMEPCOM regulations and permanent changes. An effective date will not be less than 15 days from the publication's date, unless otherwise directed by the proponent or the Commander (see **fig. 4-1**). A permanent change/revision incorporating **only those changes established by an IMC** will be effective upon receipt. MIM-SS will consider the following factors when assigning effective dates:

(1) When applicable, the time allowed for printing and shipping hard copy versions of USMEPCOM publications and/or forms.

(2) The size of the publication.

e. Publication title. The proponent will give the publication its title (avoid long titles).

f. Authentication block. USMEPCOM publications will contain an authentication block. At HQ USMEPCOM the approval authority is the MDC/MCS and the signature authority is the Director, Information Management. At sectors the approval authority is the commander and the signature authority is the administrative officer or authorized individual. See **figure 4-1** for sample of an authentication block (does not apply to posters).

4-6. Required title page paragraphs

These are paragraphs a publication must have. Not every type of publication requires the same title page paragraphs (see **table 4-1**). See **figure 4-2** for sample format of required title page paragraphs.

a. Summary paragraph. The summary paragraph describes the contents of a publication. The summary should be brief, but complete. Write summaries for new, revised, consolidated, and changed publications as follows:

(1) **Summary for a new publication.** It will not explain contents in detail, but will fully identify all of its contents.

(2) **Summary for a revision.** This summary will describe both the main topics and the major changes made by the revision.

(3) **Summary for a consolidation.** This summary will state the publication is a consolidation. It will not mention the publications or parts of publications being combined. (The supersession notice will do this.) After saying that the publication is a consolidation, write the rest of the summary as for a new publication.

(4) **Summary for a change.** This summary will describe all major changes being made.

b. Applicability paragraph. The applicability statement will identify who the publication applies to; its users. Summarize who the users are, do not list every person and organization it applies to. Examples of applicability statements follow:

Applicability. This regulation applies to all elements of USMEPCOM.

Applicability. This regulation applies to proponents of USMEPCOM publications.

c. Supplementation paragraph. This is a required title page paragraph for USMEPCOM regulations and sector supplements.

(1) **USMEPCOM regulations.** USMEPCOM regulations will contain one of the following supplementation paragraphs:

Supplementation. Supplementation to this regulation is prohibited without prior approval from (enter HQ USMEPCOM proponent's office symbol and complete address).

Supplementation. Supplementation to this regulation is prohibited.

(2) **Sector supplements.** Sector supplements will contain the following supplementation paragraph:

Supplementation. Further supplementation to this regulation is prohibited.

d. Suggested improvements paragraph. This paragraph tells users what agency wrote the publication and where they can send comments, suggestions, and/or corrections. This is a required paragraph for regulations and ADSMs. Copy the following verbatim as it applies:

Suggested improvements. The proponent agency of this (insert type of publication and omit the parentheses) is (enter agency). Users are invited to send comments and suggested improvements, by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), to (enter agency's name and address).

e. Distribution restriction paragraph. This is a required title page paragraph when the publication contains technical and/or operational information that is for official use only. Information in this publication may be harmful to the United States interests if released to foreign governments. Publications that contain such information will contain this paragraph. The paragraph will contain the following verbatim as applies:

Distribution restriction. This publication contains technical and/or operational information that is for official Government use only. Distribution is limited to U.S. Government agencies. Request release of this publication, from agencies outside the U.S. Government, under the Freedom of Information Act or the Foreign Military Sales Program. Send request to HQ USMEPCOM, ATTN: (proponent's office symbol), 2500 Green Bay Road, North Chicago, IL 60064-3094.

f. Internal Management Control Program paragraph. This is a required title page paragraph for USMEPCOM regulations. The Chief, Internal Review (MIR) Office, HQ USMEPCOM, will review manuscripts for internal management control requirements. MIR will assign the appropriate statement for this paragraph during the coordination process.

4-7. Supersession notice

a. The supersession notice states what publication or part of an administrative publication is replaced by another. The following rules apply:

(1) A regulation can supersede itself, another regulation(s), permanent changes, IMCs, ADSMs, forms, handbooks, and posters.

(2) A supplement can supersede itself.

(3) An ADSM can supersede itself.

(4) A handbook can supersede itself.

b. The supersession notice will always be at the bottom of the first page of a publication. Guidelines for writing supersession notices are as follows:

(1) Cite the number and title of each superseded publication. If a publication supersedes only parts of another publication, cite the parts.

(2) Do not cite changes to a superseded publication. Changes are part of a publication and are automatically superseded with the publication.

(3) Cite the number and date of each rescinded form and poster. Do not cite superseded forms and posters.

(4) Cite the number of each rescinded requirement control symbol (RCS).

(5) Start the supersession line at the left margin and extend it to the right margin. Place an asterisk (*) before the notice and before the publication number at the top of page 1. See the sample supersession notice below.

*This regulation supersedes USMEPCOM Reg 25-40, 1 March 1995; USMEPCOM Reg 25-34, 1 May 1990, chapter 7, sections III and IV. Rescinds USMEPCOM Reg 25-80, 6 Jun 93; USMEPCOM Form 25-28-1-R-E, 9 January 1991; and RCS MIM-6.

Section III

Table of Contents

4-8. Table of contents

The table of contents lists the divisions of a publication. Guidelines for preparing a table of contents are as follows:

- a. All publications will contain a table of contents.
- b. Do not prepare a separate table of contents for each chapter or section. A table of contents serves the entire publication.
- c. Do not list subparagraphs.
- d. Tables and figures are not usually listed in the table of contents. Figures and/or tables listed in the table of contents must all be essential, if one is listed they all must be listed. Use figures and tables to explain a topic, not merely to clarify it. List them in numeric order before the appendixes; list tables first then figures.
- e. See **figure 4-3** for a sample table of contents.

Section IV

The Body

4-9. The body

The body is the main content of a publication; it is the part between the table of contents and the first appendix. It may contain divisions such as chapters, sections, and paragraphs. USMEPCOM regulations are required to have chapters. See **table 4-1** for required body paragraphs for each type of publication.

4-10. Purpose paragraph

This is the first required paragraph in the body. It should summarize the purpose of the publication, not discuss it in detail. **Write only one purpose paragraph for each publication.**

4-11. Reference paragraph

This is the second required paragraph in the body of a regulation, or standing operating procedures (SOP), when references are listed. The proponent may list required and/or related publications, required and/or prescribed forms, and/or prescribed posters and/or file numbers at appendix A. The type of references are explained below. For a sample appendix format, see **figure 4-4**. The proponent will write the reference paragraph directing the user to appendix A as follows:

1-2. References

References are listed in appendix A.

a. Required publications. Required publications are publications (internal and/or external) the user **must** read in order to comply with the prescribing directive. They must be cited in the body of the prescribing directive. Proponents will not cite temporary publications as required ones in a permanent publication (e.g., DOD instructions, DA circulars, interim message changes, etc.), because once they expire they are unavailable to the user. Proponents will ensure required publications are current and available to the user. At appendix A, proponents will identify the required publications that are available electronically (e.g., e-mail, compact diskette, world wide web, etc.). Proponents will maintain one copy of **ALL** required internal and external publications.

(1) Internal publications. Internal publications are USMEPCOM publications. Proponents will ensure required internal publications are cited in the body and listed in alphanumeric order in appendix A.

(2) External publications. External publications are publications other than USMEPCOM publications (e.g., DA, DOD, etc.). Proponents will ensure required external publications are cited in the body and listed in alphanumeric order in appendix A.

b. Related publications. Related publications are merely a source of additional information, the user does not have to use them to understand the publication. List related publications in appendix A. Related publications are not required to be addressed in the body of the publication. Proponents will ensure related publications are current and available to the user. Proponents will also identify in appendix A the publications that are electronically generated (e.g., obtained from cd-rom, Internet, etc.).

c. Prescribed posters. USMEPCOM regulations will prescribe the use of USMEPCOM posters. Cite the paragraph that first introduces the use of the poster in appendix A.

d. Required forms. Required forms are prescribed by a regulation other than the one in which they are referenced. The paragraph on forms referenced in a publication must not conflict with the instructions in their prescribing directive. Cite the paragraph that first requires the use of the form in appendix A. At appendix A, proponents will identify forms that are available electronically by a footnote.

e. Prescribed forms. These are USMEPCOM forms prescribed by a USMEPCOM regulation. List the prescribed form(s) in appendix A. In appendix A, cite the paragraph that first states the use of the form(s). At appendix A, proponents will identify publications that are available electronically by a footnote. For additional information on prescribed forms see paragraph 4-16c.

f. Prescribed file numbers. These are file numbers normally prescribed for MEPS users. MEPS users will use these file numbers to file records the regulation requires them to maintain (e.g., forms, reports, etc.). Proponents will use AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)) to assign file numbers and disposition instructions. Proponents will include the file number and its disposition instructions in the body.

g. Citing references.

(1) Within the body. Vague references such as "current directives," or "existing regulations," and "pertinent publications" will not be used. Cite where the needed information can be found (e.g., "For instructions on how to requisition office supplies, see USMEPCOM Reg 700-3, chapter 2."). Cite an entire publication only if the user must read all of it, or if there are too many specific parts to list. Cite the paragraph that first requires the use of a required publication in appendix A.

(2) Within appendix A.

4-12. Abbreviations and/or terms paragraph

This is a required body paragraph when defining abbreviations and/or terms. Introduce it as the third paragraph when a reference paragraph exists. When a reference paragraph does not exist, introduce it as the second paragraph. A regulation may create abbreviations and terms only if they do not exist or when giving them a new meaning; it will not contradict abbreviations and terms that already exist. List abbreviations and/or terms in the glossary. When defining abbreviations and terms, abbreviations only, and terms only, this paragraph and its contents will vary as shown below.

1-3. Abbreviations and terms

Abbreviations and terms used in this publication are explained in the glossary.

1-3. Abbreviations

Abbreviations used in this publication are explained in the glossary.

1-3. Terms

Terms used in this publication are explained in the glossary.

a. Abbreviations. Standard abbreviations, acronyms, brevity codes will be categorized as abbreviations. Use abbreviations only for terms that appear repeatedly. Do not use abbreviations that are shortened forms of words (such as "abn" for airborne) in the text of the publication. Explain them in a note or legend directly beneath the table or figure.

b. Terms. Terms are the words used in text that the proponent chooses to explain. Terms defined in the glossary must be mentioned in the text.

4-13. Responsibilities paragraph

The responsibilities paragraph will identify the people who carry out the policies and procedures. It will not explain in detail what the functions are or how to do them. Identify individuals by duty titles or positions, not organizations or proper names. When assigning responsibilities to an entire organization, name the head of the organization. If you use the term "commander," specify the level of command.

4-14. Policies and procedures

Policies and procedures are the main contents of the body.

a. Contents. Most of the chapters, sections, and paragraphs of a publication explain policies and procedures. A policy is a general course of action to take. Procedures are an orderly series of specific actions to take to carry out the policy. **More simply, policies are statements of what to do; procedures are statements of how to do it.** For example, **policy** on requisitioning publications may include an explanation of what requisitioning is, the units that may do it, when they may do it, the items they may order, where they order them from, and what order form to use. **Procedures** may include step-by-step instructions on how to fill and submit the order form.

b. Organization. There is no unique organization, wording, or format for policies and procedures.

(1) Policies and procedures are not a specific division of a publication. Chapters, sections, and paragraphs **will not** be titled "Policies" or "Procedures."

(2) Policies and procedures will be addressed separately. Generally, a policy will be fully explained before expanding on its implementing procedures.

(3) Procedures should be clear and concise. Long and detailed instructions do not fit well in the

narrative of the body (lengthy details may disrupt the logical flow of ideas). In such cases, procedures will be placed at a table, figure, or an appendix.

(4) Instructions for preparing a report or a form may be placed in the body near where the form or report is prescribed, or at an appendix. When the instructions exceed more than two pages, consider putting them in an appendix.

4-15. Figures and tables

a. Figure. A figure is an illustration; any map, drawing, photograph, graphic aid, or other pictorial device put into a publication. Use a figure to explain or clarify material, or to replace complex narrative with a simpler explanation.

b. Table. A table is a systematic listing of information in columns or rows. Use tables to explain or clarify material, or to replace complex narrative with a simpler explanation.

c. Rules. Figure and table rules are as follows:

(1) Figures and tables must be functional. Do not use them to merely improve the appearance of a publication, or to repeat material fully and clearly explained in the text.

(2) Figures and tables must have a simple design. WordPerfect software will be used to create graphics contained in the publication. Graphics may also be scanned into the publication.

(3) Number figures and tables the same as the division. For example, chapter 1 prescribe two figures and one table. Number the first figure "1-1," the second figure "1-2," and the first table "1-1." The actual figure and table will show the number and title, see samples below.

(4) In text, cite figure and table number only, not their titles.

(5) Place figures and tables near the paragraphs they relate to, or at the end of the chapter in which they belong. When placing figures and tables at the end of the chapter, place tables first then figures (i.e., place table 1-1 first, table 1-2 second, figure 1-1 third, and figure 1-2 fourth).

4-16. Forms

a. Type of forms. A form may contain blank spaces for recording information. Some labels, tags, file covers, and stickers used to record information are considered forms if they meet the design standards.

b. Software. The forms management officer (FMO), HQ USMEPCOM (MIM-SS) will design USMEPCOM forms in FormFlow software. The respective sector and MEPS FMO, or designated individual, will design local forms for their unit.

c. Prescribing directive.

(1) A form is not official unless it has a prescribing directive. There will be only one prescribing directive for each form. Another publication may direct the use of the form, but it is not the prescribing directive.

(2) The prescribing directive will state the form number, title, purpose (who uses it and why), and how to obtain it. The FMO will assign form numbers and dates.

Note: The form will not be printed/distributed until its prescribing directive is printed/distributed;

conversely, distribution of the prescribing directive will not be made until the form is ready for printing/distribution.

d. Reproducible form (R). The letter "R" following a USMEPCOM form number means the form is locally reproducible. Reproduce form on 8 ½- by 11-inch plain white bond paper. R-forms have a monthly usage of 25 or less.

e. Electronically generated form (E). The letter "E" after a form number shows an electronically generated form. Electronic generation of a form is generating both the form image and fill-in data simultaneously. A 5-day supply of MIRS-generated forms and E-forms should remain in stock in case of a power failure.

f. Reproducible and electronic generated form (R-E). The letters "R-E" after a form number shows the form may be locally reproduced or electronically generated.

g. Blank forms. Do not include a sample of a blank form as a figure in the manuscript. Stamping the word "**Sample**" across a blank form is not acceptable. However, a sample of a completed form may be included. Include a sample of the form only if it is so complicated that the user needs more than the instructions to fill it out.

h. Approval and coordination. Proponents will contact the FMO when creating or revising a form. A completed Department of Defense (DD) Form 67 (Form Processing Action Request) will be submitted to the FMO along with a draft of the form and a draft of its prescribing regulation. Proponents will coordinate DD Form 67 with the following officials, as applicable:

(1) **Privacy Act coordinators.** Privacy Act coordinators will review forms and manuscripts for Privacy Act considerations.

(2) **Official mail managers.** Official mail managers will review the form to see if it requires penalty indicia.

(3) **The Requirements Control Officer (RCO)** (applies only at HQ USMEPCOM). The RCO will review USMEPCOM forms and manuscripts for reporting requirements.

4-17. Reports

a. Prescribing a report. Proponents of publications that establish a reporting requirement will consult the RCO. The RCO will assign an requirement control symbol (RCS), if applicable. A report is a required collection and submission of information on a periodic or one-time basis. **There is a relationship between forms and reports; reports may be prepared and submitted on forms.** If a form will be used as a report, it may need an RCS. The RCO will assign an RCS if the form requires one.

b. Preparing a prescribing directive. Reports will be prescribed in official publications. Prescribing directives will contain all the instructions the user needs to prepare and submit the report. It will fully describe the information needed in the report, the people who prepare the report, the frequency and method of submission, and the proper routing of the report. **When a users manual is used to complete the report, identify its number and title in the prescribing directive.**

4-18. File numbers

Regulations and sector supplements may prescribe file numbers. Proponents requiring assistance with file numbers will contact the files manager at his or her level. The files manager will review manuscripts for accuracy of file numbers and disposition instructions. Prescribed file numbers will be listed at appendix A of the USMEPCOM regulation (see sample format at **fig. 4-4**).

4-19. Textual notes and footnotes

a. Textual notes. A textual note is an explanatory comment inserted in the text. Use textual notes sparingly and keep them brief. Insert a textual note at the end of the paragraph that it applies to. Put it immediately below the last line, introducing it with “**Note:**,” type flush left and bold. Guidelines for using them are given below.

(1) Use a textual note only to add vital information or to explain a subject more clearly. Do not use one just to set apart or emphasize a particular point.

(2) When the material cannot be inserted smoothly into the paragraph.

(3) When material cannot be inserted as a parenthetical comment.

b. Footnotes. A footnote is a reference or an explanatory comment placed at the bottom of the page, or at the end of a figure or table. In the text, footnotes will only be used when necessary, and numbered consecutively within each chapter. In figures and tables, number footnotes consecutively from left to right across and then down the page.

(1) Textual footnotes. Textual footnotes will be brief and placed at the bottom of a page of narrative. Guidelines for using them are given below.

(a) In the text, type a footnote number at the end of the sentence as a superscript number.

(b) In each chapter (or section, if no chapters), number the first footnote “1,” and number the rest consecutively throughout the chapter. When using only one footnote, use an asterisk instead of a number.

(c) At the bottom of each page, put only the footnote cited on that page. Separate the footnotes from the rest of the page by typing a solid horizontal line 20 typed-spaces long. Double space and type flush left the word “**Notes:**” in bold uppercase/lowercase letters. Double space after the word “**Notes:**” and type (flush left) the footnote number. When listing more than one footnote, double space between footnotes and list them under each other in numeric order. Double space after the footnote and type the explanation, continue paragraph lines directly under the first letter of the explanation. To allow footnotes to fit on one page, single spacing is permissible.

(2) Footnotes in tables and figures. Follow the rules below when using footnotes in tables and figures.

(a) If a table or figure is narrative material, use Arabic numerals for footnote numbers. If the table or figure consist of numbers use lowercase letters to mark footnotes. When numerals are being used, begin with “**1**” and number consecutively left to right across, and then down the table or figure. When letters are being used, begin with “**a**” and assign letters in alphabetical order.

(b) In standard tables (data arranged in columns) and figures, footnote numbers/letters may be typed superscript after the table and figure entries, or may be cited as described in (c) below.

(c) In decision logic tables and specified actions tables always use Arabic numerals as footnote numbers and do not type them superscript. Put the footnote number in parentheses after the entry as follows: “(See note 1.)” or (Note 1).” Put the footnotes immediately below the table, and introduce them as “**Notes:**” typed flush left in bold uppercase/lowercase letters. List the notes in numerical order.

(d) At the bottom of a table or figure, double space and type a solid horizontal line 20 typed-spaces long. After the typed line, double space and type the word “**Notes:**” in bold uppercase/lowercase letters. Under the word “**Notes:**” left justify and type the footnote number/letter. Double space after the footnote number/letter and begin typing the explanation. Double space between footnotes. To allow footnotes to fit on one page, single spacing is permissible, see **table 4-1**.

4-20. Office symbols

An office symbol will not be used alone in the text until its agency and office have been identified first. After the office symbol has been identified, it will be used alone thereafter. For example, the agency and office symbol for Headquarters, United States Military Entrance Processing Command, Information Management Directorate, Support Services Division is “HQ USMEPCOM (MIM-SS).”

Section V

Appendix, Glossary, and Index

4-21. Appendix

a. An appendix further explains or supplements a subject covered in the body. An appendix may include checklists, lists, sample materials, extracts from other publications, and instructions to carry out a procedure prescribed in the body. Proponents will not renumber extracted material.

b. Appendixes will not be included in a publication without being referred to in the body. They will be cited in alphabetical order within the body (i.e., do not cite app. C before citing apps. A and B). Place appendixes after the body and before the glossary. A sample appendix, in paragraph format, is at **figure 4-5**.

4-22. Glossary

The glossary is an extended explanation of abbreviations and/or terms. It will list and explain abbreviations, terms, and/or office symbols used in the publication. The glossary will be placed after the last appendix, if any, and before the index. Refer the user to the glossary using the appropriate paragraph at paragraph 4-12. See a sample glossary at **figure 4-6**.

4-23. Index

An index is a list of the most important subjects covered in a publication. The index will identify all major topics and tell the user where they can be found. It is not merely a repetition of the table of contents, nor a list of paragraph titles. An index is **mandatory** for USMEPCOM regulations with 50 or more paragraphs. However, proponents are authorized to include an index in regulations, ADSMs, and handbooks with less than 50 paragraphs. Place the index at the end of a publication. See **figure 4-7** for sample of an index. For instructions on how to prepare an index, see **appendix C**.

Table 4-1
USMEPCOM publications - required and optional parts

PARTS	Reg	Suppl	Change	ADSM	Handbook
Title Page: Heading	R	R	R	R	R
Summary paragraph	R	NA	R	R	NA
Applicability paragraph	R	NA	NA	R	NA
Supplementation paragraph	R	R	NA	NA	NA
Distribution restriction paragraph ¹	R	NA	NA	R	R
Internal Management Control Program paragraph	R	NA	NA	NA	NA
Suggested improvements paragraph	R	R	NA	R	NA
Supersession notice ²	R	R	R	R	R
Table of contents	R	R	NA	R	O
Body: Purpose paragraph	R	R	NA	R	NA
Reference paragraph ³	R	R	NA	NA	NA
Abbreviations and/or terms paragraph	O	O	NA	O	O
Responsibilities paragraph	R	R	NA	O	O
Policies and procedures	R	R	R	O ⁴	O ⁴
Figures and tables	O	O	O	O	O
Forms	O	O	O	O	O
Reports	O	O	O	NA	NA
Appendixes ⁵	O	O	O	O	O
Glossary ⁶	NA	NA	NA	R	O
Index ⁷	NA	NA	NA	NA	NA

Legend: R-required; O-optional; NA- not applicable

Notes:

1. If the publication contains unclassified but valuable technical or operational information.
2. If publication supersedes itself, another publication, and/or parts of a publication.
3. Needed if the publication requires or recommends the user to read a publication, and/or use a form, poster, or file number.
4. May explain policies and procedures rather than prescribe them.
5. An appendix A is required when the publication list references.
6. Create when the publication uses an abbreviation (i.e., acronyms and brevity codes) more than one time through out the publication.
7. Mandatory for a publication with 50 or more paragraphs (see par. 4-23.)

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

(HEADER)

*USMEPCOM

Reg 40-1

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 40-1

1 July 1997

Effective: 1 August 1997

**Medical Services
MEDICAL PROCESSING AND EXAMINATIONS**

FOR THE COMMANDER:

OFFICIAL:

BETTY A. DOE
Colonel, USA

Deputy Commander/Chief of Staff

Delores A. Doe
DELORES A. DOE
Director, Information Management

DISTRIBUTION:

A plus (15).....**(The proponent will distribute the 15 plus copies to the elements listed below.)**

4-HQDA, ATTN: DAPE-MPA, WASH DC 20310-2300
4-HQDA, ATTN: SGPS-CP-B, Falls Church, VA 22041-3258
5-Cdr, HSC, ATTN: HSPA-C, Fort Sam Houston, TX 67234-6000
2-Cdr, HQ TRADOC, ATTN: ATMD/Surgeon, Fort Monroe, VA 23651-5000

(Note: If more space is needed, continue to list the distribution and carry the authentication block line to the next page. When applicable, ALWAYS leave the supersession notice on this page.)

Summary. Start required title page paragraphs here. XXXXXXXXXXXXXXXXXXXX
XX
XX
XX.

*This regulation supersedes USMEPCOM Reg 40-1, 1 August 1994.

Figure 4-1. Sample authentication block

Summary. This regulation prescribes policies and procedures for writing stand-alone United States Military Entrance Processing Command (USMEPCOM) publications.

Applicability. This publication applies to writers of USMEPCOM publications.

Supplementation. Supplementation to this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Distribution restriction. This paragraph is normally omitted from most publications. Enter the statement at paragraph 4-6e for publications requiring a distribution restriction statement.

Internal Management Control Program. (MIR will provide the correct wording for this paragraph during the coordination process.)

Suggested improvements. The proponent agency of this regulation is the Information Management Directorate. Users will send comments and suggested improvements by memorandum or DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Note: Not all title page paragraphs apply to all types of publications, see table 4-1.

Figure 4-2. Sample of required title page paragraphs

Page margins = ½ inch on the top and bottom and 1 inch on the sides

(HEADER)

USMEPCOM Reg 25-XX

Contents		
	Paragraph ¹	Page ¹
Chapter 1		
Title		
Paragraph title	1-1	1-1
Paragraph title	1-2	1-1
Paragraph title	1-3	1-1
Paragraph title	1-4	1-2
Section I		
Title		
Paragraph title	1-5	1-2
Paragraph title	1-6	1-3
Section II	1-7	1-4
Title		
Paragraph title	1-8	1-5
Paragraph title	1-9	1-7
Section III		
Title		
Paragraph title	1-10	1-7
Chapter 2		
Title		
Paragraph title	2-1	2-1
Paragraph title		
Tables²		
2-1. Table title		2-3
2-2. Table title	2-4	
<hr/>		
Notes:		
1. Line up the paragraph and page numbers under the “P” in the “paragraph” and “page” columns. Leave at least six spaces between the headings. Do not type titles under the paragraph and page columns.		
2. Listing tables and figures in the table of contents are optional.		

Note: If space permits, start the table of contents immediately after the last title page paragraph.

Figure 4-3. Sample table of contents

Page margins = ½ inch on the top and bottom and 1 inch on the sides		
(HEADER) USMEPCOM Reg 25-XX		
	Paragraph ¹	Page ¹
Figures²		

2-1.	Figure title	2-5
2-2.	Figure title	2-6
3-1.	Figure title	3-7
3-2.	Figure title	3-10
3-3.	Figure title	3-12

Appendixes**A.** Appendix Title**B.** Appendix Title**C.** Appendix Title**Glossary****Index**

Notes:

1. Line up the paragraph and page numbers under the “P” in the “paragraph” and “page” columns. Leave at least six spaces between the headings. Do not type titles under the paragraph and page columns.
2. Listing tables and figures in the table of contents are optional.

iii

(When a manuscript contains chapters, use Roman numerals to number pages preceding chapter 1. When a manuscript does not contain chapters, use Arabic numbers to number pages preceding the first appendix, glossary, or index. Do not number the first page of the manuscript.)

Figure 4-3. Sample table of contents - continued

Appendix A References

Section I

*(The publication(s) needed to comply with this publication)

Required Publications**AR 25-30**

The Army Integrated Publishing and Printing Program. Cited in paragraph 1-3.

USMEPCOM Reg 25-33¹

USMEPCOM Publishing and Printing Program. Cited in paragraph 3-3.

Section II

*(The publication(s) is merely a source of additional information. Users may read it/them to better understand the subject, but does not have to read it/them to comply with this publication.)

Related Publication**DA Pam 310-20**

Administrative Publications: Action Officers Guide

Section III

*(The poster(s) prescribed by this regulation.)

Prescribed Poster**USMEPCOM Poster 25-33**

Publications Poster. Cited in paragraph 4-5.

Section IV

*(The form(s) needed to comply with this publication.)

Required Form**USMEPCOM Form 25-32-1-R-E¹**

Staff Summary Sheet. Cited in paragraph 5-1a.

Section V

*(The form(s) prescribed by this regulation. Users must use the form(s) to comply with this regulation.)

Prescribed Form**USMEPCOM Form 25-33-1-R-E¹**

Review of Publication. Cited in paragraph 7-1.

Section VI

*(The file number(s) this regulation prescribes the user to file specific documents under.)

Prescribed File Number**25-30i**

Centralized instruction background file. Cited in paragraph 5-5.

Notes:

1. Distributed by e-mail. (The file is available, for MEPS users only, in the USMEPCOM Electronic Pubs/Forms Library; the file will be available to HQ USMEPCOM and sector users later).

2. Available on DA Pam 25-30 (cd-rom)

A-1

*When applicable, include this statement, verbatim, in the reference appendix (app. A).

Figure 4-4. Sample reference appendix (app. A)

Appendix B
Appendix Title**B-1. Paragraph title**

Organize appendix paragraphs as if they were paragraphs of the manuscript body, or use a list format with each line starting flush at the left margin. If there are no sections in the appendix, begin the first paragraph one double space down from the appendix title. Appendixes will be lettered alphabetically beginning with appendix A. Paragraph numbers will include the respective appendix number. For example, the first paragraph in appendix B will be numbered B-1, the second B-2, etc.

B-2. Paragraph title

- a. Subparagraph.
- b. Subparagraph.

B-3. Paragraph title

- a. Subparagraph.
- b. Subparagraph.

B-4. Paragraph title

Text.

B-5. Paragraph title

Text.

B-1

Figure 4-5. Sample appendix in paragraph format

Glossary***Section I*****Abbreviations*****ABC**

Insert the first meaning of the ABC abbreviation here; insert the second meaning of the ABC abbreviation here.

DEF

Insert the meaning of DEF here.

GHI

Insert the meaning of GHI here.

Section II**Terms****alpha term**

Enter alpha explanation here.

bravo term

Enter bravo explanation here.

- a. Subparagraph. Second and succeeding lines of subparagraphs begin flush left.
- b. Subparagraph. If the explanation of a term requires subparagraphs, indent the first line of each subparagraph three spaces.

charlie term

Enter charlie explanation here.

*When an abbreviation has more than one meaning, place a semicolon behind each meaning.

Glossary-1

Figure 4-6. Sample glossary

Index

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number.

Abbreviations, 2-17, 3-3
 Acronyms, 2-17
 Administrative publications
 Coordination, 2-56, 4-6
 Format, printed, 4-7
 Internal management control checklists, 4-3, 4-6
 Numbering, 2-75
 Posters, 4-10
 Preparing publications, 4-8
 Proponents, 4-1
 Submitting publications, 2-59
 Supplementation. **See** Supplements
 Types of, 2-2
 Agency and command publications
 Description, 2-5, 9-1
 Format, 9-6
 Heading, 9-6
 Management, 1-20
 Proponent identification, 9-6
 Revisions, 3-5
 Regulation, 2-9
 Supplements. **See** Supplements
 Use of, 9-2
 Agency publications. **See** Agency and command publications
 Appendixes, 2-26
 Artwork, 6-1. **See also** Color printing

 Business cards, 11-11
 Bylines, 2-20

Note: Indent subtopic titles two spaces from the left margin. Bold the words "**See**" and "**See also**" when referring the reader to another topic. **ONLY one subtopic is allowed.**

Index-1

Figure 4-7. Sample index

Chapter 5

Processing a Publication

5-1. Coordination

Proper coordination is critical to the approval of a manuscript. Proponents will use USMEPCOM Form 25-32-1-R-E to coordinate manuscripts and will ensure imposed suspenses are met.

5-2. Coordination within USMEPCOM

Proponents will coordinate manuscripts with mandatory elements and with those who have mutual or related responsibilities. Coordination with MEPS will be at the sector commander's discretion. However, if sector commanders choose to coordinate with their MEPS, they will coordinate, at minimum, with seven. **A suspense date of 30 working days minimum will be established** (including MEPS coordination), unless statutory or command requirements dictate an earlier suspense date. A sector concurrence indicates the sector and the selected MEPS have concurred. Except the MEPS office symbols, proponents will type the office symbol of each reviewing element on USMEPCOM Form 25-32-1-R-E. When coordination with sectors is not required, see paragraph a(6) below. The types of coordination requirements are explained below.

a. Mandatory coordination. All USMEPCOM proponents are required to coordinate manuscripts with the following elements:

(1) **Judge Advocate.** The Judge Advocate will review the legality of the manuscript.

(2) **Inspector General.** The Inspector General will review manuscript to ensure inspection checklists are updated.

(3) **Chief, Internal Review.** The Chief, Internal Review will review manuscripts for internal control requirements. He or she will assign the appropriate statement for the "Internal Management Control Program" paragraph.

(4) **Director, Human Resources.** The Director, Human Resources, will review manuscripts for security requirements.

(5) **Director, Information Management.** The Director, Information Management will review manuscripts for reporting, forms, and files requirements. Proponents will forward manuscripts to the following elements within MIM. Each element will review the manuscript as it applies to their area of responsibility as stated below.

Note: The editor is found in MIM-SS, do not send the manuscript to the editor at this point. The editor will review the manuscript after all coordination has been completed and nonconcurrences, if any, have been resolved.)

(a) **Requirements Control Officer (RCO).** The RCO will review manuscripts for reporting requirements and assign requirement control symbols (RCS) as applicable.

(b) **Forms Management Officer (FMO).** The FMO will review manuscripts for USMEPCOM forms and Privacy Act requirements.

(c) **Files Manager (FM).** The FM will review manuscripts for filing requirements. The FM will assign file numbers and disposition requirements in accordance with the Modern Army Recordkeeping System (MARKS).

(6) **Sector commanders.** Sector commanders are required to review all USMEPCOM manuscripts and coordinate, at a minimum, with seven of their MEPS.

Note: When the proponent decides coordination with sectors is not feasible, he or she will address it in the background paragraph of USMEPCOM Form 25-32-1-R-E (see figs. 5-1 and 5-2).

b. HQ USMEPCOM and sector coordination. Proponent requires HQ USMEPCOM directors, special staff officers, and sector commanders to review the manuscript. Sector commanders will coordinate, at a minimum, with seven of their MEPS.

c. HQ USMEPCOM coordination. Proponent requires the manuscript is to be coordinated with all HQ USMEPCOM directors and special staff officers.

5-3. Forwarding the manuscript for coordination

Coordination by electronic mail (e-mail) is the preferred method, however hard copy coordination is permissible.

a. Electronic coordination. Prior to sending the manuscript for coordination by e-mail, proponents will:

- (1) Type the word **“DRAFT”** at the top of each page.
- (2) Ensure the signature authority has signed the USMEPCOM Form 25-32-1-R-E.
- (3) File the signed USMEPCOM Form 25-32-1-R-E under file number 25-30i and maintain it until the publication is superseded or rescinded.

(4) On USMEPCOM Form 25-32-1-R-E, type an **“/S/”** in the signature authority’s signature block. The **“/S/”** shows that the signature authority has approved the manuscript for coordination.

Note: This form must be completed in Delrina FormFlow and save as a WordPerfect file order to transmit it by e-mail.

(5) Type in the e-mail’s subject line: Coordination of USMEPCOM (enter the manuscript type, number, and title (e.g., USMEPCOM Reg 25-33 (USMEPCOM Publications Program)).

(6) Include the following, verbatim, in the e-mail message:

1. The attached USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet) and (manuscript number only) is forwarded for your background, suspense date, etc.), and then the manuscript file.

2. Electronic coordination is the preferred method of distribution. Although discouraged, the form may be completed manual

(7) Attach a copy of USMEPCOM Form 25-32-1-R-E and the manuscript to the e-mail message and send to each reviewing element.

b. Hard copy coordination. Hard copy coordination is not encouraged, but when necessary, proponents will:

- (1) Type or stamp the word **“DRAFT”** at the top of each manuscript page.
- (2) Ensure the signature authority has signed the USMEPCOM Form 25-32-1-R-E.

5-4. Concurrences and nonconcurrences

a. Concur. A “concur” indicates an agreement with the facts and recommendations of the manuscript. No response by a reviewing element will also constitute a “**concurrence.**” During the coordination process, proponents will include the “no response” information in the background paragraph of USMEPCOM Form 25-32-1-R-E (see **fig. 5-1**). The proponent will complete the appropriate column(s) on USMEPCOM Form 25-32-1-R-E for those elements who did not respond (see **fig. 5-2**).

b. Concur w/comments. A concur w/comments **will not** be used to express a nonconcurrence with any part of the manuscript. For nonconcurrence rules see c below. The proponent may incorporate or reject the comments; all comments will require a response from the proponent verbally or in writing. Reviewing elements will follow the rules below when preparing comments.

(1) Arrange comments in sequence by the manuscript page and paragraph number and number the comments consecutively.

(2) Describe exactly how the manuscript should be changed and give a brief reason for the recommended change.

(3) State how something should be reworded when a change in the wording is recommended; strike through material to be deleted and underscore material to be added. Other clear methods of showing the recommended rewording is acceptable.

(4) Comments that slightly improve the text, ask a question instead of an answer, are based on minor differences of opinion or wording, or to correct misspelled words, may be submitted to the proponent. Comments **will not** be considered a nonconcurrence.

c. Nonconcur. When the reviewing element disagrees with any part of the manuscript and intends to nonconcur, before nonconcurring, he or she will:

(1) Personally contact the proponent of the manuscript to attempt to resolve the reason(s) for nonconcurrence.

(2) Refer the nonconcurrence to the director/special staff officer, who will personally attempt to resolve the reason(s) for nonconcurrence.

(3) If the nonconcurrence is resolved, the reviewing element will concur and complete USMEPCOM Form 25-32-1-R-E. If a nonconcurrence is **not resolved**, the reviewing element will prepare a “Statement of Nonconcurrence” in an informal memorandum format, as stated in d below.

d. Statement of Nonconcurrence. The reviewing element will indicate the reason(s) for the nonconcurrence. He or she will ensure the director, special staff officer, sector commander, or authorized individual, signs the memorandum before forwarding it to the proponent.

(1) If the proponent still disagrees upon receipt of the memorandum, he or she will prepare an informal memorandum to the respective director, special staff officer, sector commander, or authorized individual. The memorandum will include the reason(s) for not incorporating the items addressed in the “Statement of Nonconcurrence.” The proponent will include in the memorandum that the “Statement of Nonconcurrence” will be forwarded to the MDC/MCS for final resolution. The proponent will ensure his or her director, special staff officer, sector commander, or authorized individual sign the memorandum. Complete and forward the USMEPCOM Form 25-32-1-R-E and all supporting documents to the MDC/MCS for final resolution.

(2) Only after final resolution of the nonconcurrence(s), the proponent will forward the manuscript package for editorial review.

5-5. Coordination outside USMEPCOM

Coordination with outside agencies will be accomplished when required. The manuscript will be sent with a cover memorandum containing a suspense date and signature of the director, special staff office, or authorized individual.

5-6. Editorial service

Editorial review is mandatory for all USMEPCOM manuscripts.

a. Submission of the manuscript package. The items in the manuscript package will consist of the USMEPCOM Form 25-32-1-R-E addressing the MDC/MCS, the manuscript, coordination responses, and any other supporting documents; a diskette is not required at this time. Proponents submitting electronic responses will print the completed USMEPCOM Form 25-32-R-E and the information contents from the e-mail's information page. To print the information page contents, proponents will open the GroupWise icon, select the "i" button, and select the print command. Staple the form and the information page together and include them at tab A. The proponent will forward the manuscript package to the editor (the editor is in MIM-SS). Sector and MEPS commanders will determine editorial service within their units. The manuscript package will not be forwarded to the editor until:

- (1) All coordination has been completed.
- (2) The USMEPCOM Form 25-32-1-R-E has been properly completed, see the sample at **figure 5-2**.
Note: The proponent of the manuscript is responsible for listing the editor's and approval authority's office symbol on the form.
- (3) The manuscript package has been properly assembled. See the sample at **figure 5-3**.
- (4) The Manuscript Helpful Hints Checklist has been completed, see **appendix E**. For a quick reference of format rules, see **appendix F**.

b. Editorial review. The editor will review the manuscript (hard copy) for format and grammar. If the manuscript needs corrections, the editor will forward it to the proponent for corrections. The proponent will make the corrections and return the corrected manuscript, along with the edited/proofed version marked in red, to the editor. It is the responsibility of the proponent to maintain the diskette containing the correct version until the editor requests it. The editor will request the correct version when it is ready for the MDC/MCS' or authorized individual's approval.

c. Approved manuscript. At HQ USMEPCOM, the MDC/MCS will **ONLY** complete his or her blocks as shown on USMEPCOM Form 25-32-1-R-E and OF 41. He or she will not sign the manuscript at tab X. Upon completion, the approval authority will forward the manuscript package to MIM for authentication, dating, printing, and distribution.

5-7. Printing

a. Approval. The Chief, Support Services Division, HQ USMEPCOM, has approval authority for the printing all official USMEPCOM publications. Approval authority for printing sector publications (i.e., authorized supplementation to USMEPCOM regulations) will be established by the sector commander.

b. Color/multicolor printing. Color/multicolor printing increases cost. USMEPCOM publications will be printed in black and white colors; however, color/multicolor printing will be considered for USMEPCOM handbooks only. Proponents of handbooks will request and justify, in writing, why color/multicolor printing will make a valuable contribution to the publication. Color/multicolor printing

does not meet the valuable contribution requirement if:

(1) Additional color is used mainly for decorative effect. The inclusion of multicolored insignia, emblems, log types, unit crest seals, or similar devices in a design or illustration does not in itself justify color/multicolor use.

(2) Additional color is used instead of effective layout and design.

(3) Additional colors are used to excess; that is, four colors when two or three will fill the need; three colors when two will do, and two colors when one is adequate.

(4) Use of color/multicolor printing does not show careful competent planning that recognizes the contribution of color, and how it should be used to achieve a publication's purpose.

(5) A request, by memorandum, for approval for color/multicolor printing and with full justification, will be sent to the PCO. This request will be sent before creating the artwork. Preliminary sketches and visuals will also be sent to avoid wasting time and money to complete artwork that may not be approved for printing.

5-8. Distribution

a. Codes.

(1) **Publications.** A distribution code is required for all USMEPCOM publications. Its purpose is to identify the recipients of the publication. Publications will contain a distribution code of **A, B, and/or D** (see table 5-1). The only two distribution codes that may be combined together are A and D (list as "A and D"). When the publication needs to be distributed to users not included in a distribution code, type the word "**plus**" one space after the distribution code(s) (e.g., A plus, A and D plus). Include in parentheses the total number of copies needed (e.g., A plus (67)). Proponents will distribute the plus copies. Include the following information in the plus distribution:

(a) Number of copies to be distributed.

(b) Agency head, if applicable.

(c) Agency name, office symbol (if applicable), city, State, and nine-digit ZIP Code.

(2) **Forms.** USMEPCOM forms will not contain a distribution code on the form itself. At HQ USMEPCOM, MIM-SS-MP personnel will use the same distribution code as the prescribing regulation to distribute USMEPCOM forms.

b. Method. E-mail is the preferred method of distributing official USMEPCOM publications and forms. Various factors can change the method of distribution, therefore, a publication may be distributed by e-mail (electronic) or through normal distribution channels (hard copy).

c. Ordering hard copy publications and forms. To order hard copy (paper version) publications and forms, users may fax a completed DA Form 17 to (847) 688-3443 or send it through normal distribution channels.

Note: Printing and distribution of sector and MEPS publications and forms will be determined by sector and MEPS commanders.

d. Restriction. Users will adhere to the distribution restriction policy addressed in paragraph 4-6e.

e. USMEPCOM Electronic Pubs/Forms Library. All USMEPCOM publications and forms distributed electronically are found in the USMEPCOM Electronic Pubs/Forms Library. As of the date of this publication, the library is available only to MEPS users. To access the library, see the instructions at **appendix G**. HQ USMEPCOM and sector users may obtain electronic USMEPCOM publications and forms from the PCO, MIM-SS.

Table 5-1
Distribution codes for USMEPCOM Publications

Code A 1 ea HQ USMEPCOM element 1 ea sector 1 ea MEPS
Code B 1 ea HQ USMEPCOM element 1 ea sector
Code D 1 ea Recruiting Service headquarters
Plus ()* Additional copies

*The proponent will insert the number of additional copies inside the parentheses. Additional copies will be printed in hard copy by the PCO. The PCO will forward the hard copies to the proponent for distribution. See **figure 4-1**.

STAFF SUMMARY SHEET					
For use of this form, see USMEPCOM Reg 25-33					
TO	CONCURRENCE/CONCUR	SIGNATURE/GRADE/DATE	TO	CONCURRENCE/CONCUR	SIGNATURE/GRADE/DATE
MJA	Concur	/S/, NAME/GRADE/DATE	MDC/MCS	(approval)	
MIG	NOTED	/S/, NAME/GRADE/DATE			
MIR	Concur	/S/, NAME/GRADE/DATE			
MHR	Concur	No Response			
MIM-DD	(reports review) Concur	/S/, NAME/GRADE/DATE			
MIM-SS	(files review) Concur	/S/, NAME/GRADE/DATE			
MIM-SS	(forms review) Concur	/S/, NAME/GRADE/DATE			
MIM-SS	(forms review) Concur	/S/, NAME/GRADE/DATE			
MCO-E	Concur	/S/, NAME/GRADE/DATE			
MCO-E	Concur	/S/, NAME/GRADE/DATE			
MCO-W	(editorial review)				
ACTION OFFICER/OFFICE SYMBOL/EXTENSION			DATE		
ACTION OFFICER/OFFICE SYMBOL/EXTENSION			DATE		
SHERRI A. DOE, MIM-SS, 7767			1 JUL 97		
SUBJECT:			SUSPENSE DATE		
SUBJECT: USMEPCOM Pam 25-30 (Index of USMEPCOM Publications)			SUSPENSE DATE		
COORDINATION of USMEPCOM Pam 25-30 (Index of USMEPCOM Publications)			16 Jul 97		
1. PURPOSE: To update USMEPCOM Pam 25-30 with changes that have occurred from 31 Mar 97 to 30 Jun 97.					
2. BACKGROUND:					
a. The index lists, new, superseded, expired, and rescinded USMEPCOM publications.					
b. With the exception of MHR, all original coordination is located at tab A. In accordance with USMEPCOM Reg 25-33, paragraph 5-4a, proponents will annotate a "Concur" in the appropriate block above for nonresponding review elements. A reminder, which included a new suspense date, was sent to MHR; MHR did not respond (see tab b).					
c. Request comments, suggested improvements, and concurrences/nonconcurrences be made in accordance with the guidance prescribed by USMEPCOM Reg 25-33, paragraph 5-4. Apply above and concurrence/nonconcurrence rules in accordance with the guidance prescribed by USMEPCOM Reg 25-33, paragraph 5-4. NOTE: No response will constitute a "concurrence." The word "Concur" will be typed/written in the "Concur/Noncur" column, and the words "No Response" will be written in the "Signature/Grade/Date" column.					
3. RECOMMENDATION: Request the enclosed draft manuscript be reviewed and returned to MIM-SS, ATTN: SHERRI A. DOE by the suspense date above.					
Director, Information Management					
/S/ TERRY N. DOE Director, Information Management					
USMEPCOM Form 25-32-1-R-E, 1 Jan 96			Replaces USMEPCOM Form 25-50-3-R-E (Interim), 1 May 93, which is obsolete		
USMEPCOM Form 25-32-1-R-E, 1 Jan 96			Replaces USMEPCOM Form 25-50-3-R-E (Interim), 1 May 93, which is obsolete		

Note: Do not add the office symbols of the editor and MDC/MCS during the coordination process, add them on the staff summary sheet addressing the MDC/MCS (see the sample at fig. 5-2).

Figure 5-1. Sample of a completed USMEPCOM 25-32-1-R-E (coordination)

Note: The editor will complete his or her block before forwarding the form to the MDC/MCS approval. The MDC/MCS will complete his or her block before forwarding the form to the Director, Information Management for signature/authentication.

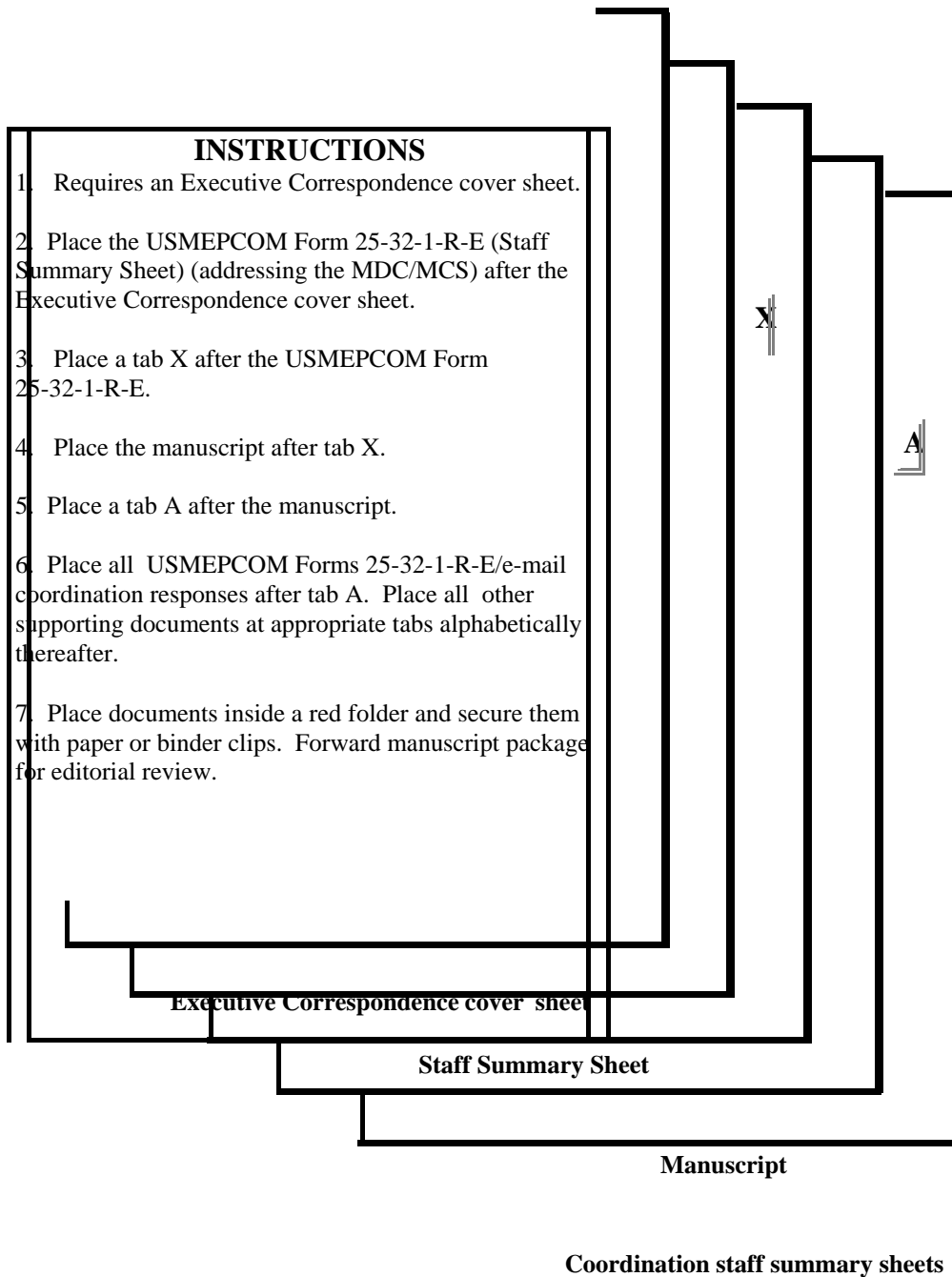
Figure 5-2. Sample of a completed USMEPCOM 25-32-1-R-E (MDC/MCS approval)

Figure 5-3. Instructions for assembling the manuscript package (hard copy)

Chapter 6

Standing Operating Procedures (SOP)

6-1. Purpose

An SOP is a clearly written set of instructions prescribed for an effectively organized unit specifying detailed operational procedures. Primarily its a guide which originates within the management element of an organization. Its purpose is to establish operational procedures for which the commander or manager desires to be routine. Particularly useful in orientation of new personnel and provides a continuity tool when regular personnel are absent. Proponents of SOPs will update policies and procedures semiannually. SOPs will not establish policies and procedures. They may prescribe forms and use illustrations. Proponents will contact the FMO for form requirements.

6-2. Format

Proponents will prepare SOPs in the same format as a regulation. It will contain as a minimum the following:

- a. Heading.
- b. Publication number, date, and title.
- c. Table of contents.
- d. Required paragraphs listed in the order below.
 - (1) Purpose.
 - (2) References.
 - (3) Applicability.
 - (4) Restrictions (include in this paragraph a brief statement of restriction (e.g., who may update, when, where, etc.)).
 - (5) Explanation of abbreviations/terms.
 - (6) Responsibilities.
 - (7) Procedures.

6-3. Numbering

The SOP publication number will consist of a series number and a subnumber. Proponents will select the appropriate series numbers from **appendix B**. Begin subnumbers with the number "1" and number consecutively thereafter. For example, number the first SOP written in the 40-series (Medical Services) as USMEPCOM SOP 40-1 ("40" is the series number and "1" is the subnumber).

6-4. Approval and authentication

Proponents will complete an Optional Form 41 (Routing and Transmittal Slip) and attach it to the SOP. Forward the OF 41 and SOP to the immediate supervisor for his or her review. The supervisor will review, approve, and forward the SOP to the director, special staff officer, or authorized individual for his or her signature. The authentication block will not show a distribution.

6-5. Printing and distribution

After the SOP has been signed by the director, special staff officer, or authorized individual, the proponent will date each page. The proponent will keep one copy and provide one copy to the respective supervisor and director/special staff officer. Sector and MEPS commanders will devise their own distribution requirements. The proponent will file the SOP with the original signature under file number "100" and destroy when superseded or obsolete.

6-6. Management

Proponents of SOPs will update policies and procedures semiannually. SOPs will not establish policies and procedures, however, they may explain policies and procedures. It may establish the use of a form used only by that particular office.

6-7. Prescribed forms. SOPs may prescribe forms used only by one office. Proponents will prepare prescribed forms in accordance with the policies and procedures established by this regulation.

1
2
3
4
5
6
7
8

John A. Doe

JOHN A. DOE

Director, Information Management

Figure 6-1 . Sample SOP authentication block

Chapter 7

Review of Publications

7-1. Type of reviews

The HQ USMEPCOM editor and sector PCO will initiate a USMEPCOM Form 25-33-1-R-E (Review of Publication) to accomplish annual and special reviews of a publication. Annual reviews will be accomplished during the publication's anniversary month. For example, the anniversary month for a publication dated 1 July 1997, is July; include a suspense date for the annual review of not less than 1 week. A special review will be accomplished upon receipt of a reprint request and/or for informational purposes. Electronic distribution (e-mail) is the preferred method, however, completion of the form in hard copy is permissible. The form may be reproduced or electronically generated on 8 1/2- by 11-inch plain white bond paper.

a. Annual review (part A). The proponent will complete this part by checking the appropriate box (i.e., current and essential, revision, change, or rescind), signing and dating the form, and returning it to the originator.

b. Special review (part B). The HQ USMEPCOM editor or sector PCO will complete this part by checking the appropriate box(es). Box "a" will request the proponent to review the publication to ensure it is current and essential for reprint. If box "a" is checked, the proponent will complete part A, sign and date the form, and return it to the originator. Box "b" will provide information about the publication, see examples below.

Example 1:

An IMC 1 to USMEPCOM Reg 601-23 was published on 1 Jul 97. Please incorporate the

changes

Example 2:

A response to the attach request was not received by your office. Please complete attach request

and return

7-2. Maintenance

Users of the form will devise a control system for tracking all reviews. After the review has been completed, print a copy of the e-mail response and attach it to USMEPCOM Form 25-33-1-R-E. File responses under file number 25-30i until publication is superseded or rescinded.

Appendix A

References

Section I (The publications needed to comply with this publication.)

Required Publications

AR 25-400-2²

The Army Modern Recordkeeping System (MARKS). Cited in paragraph 4-11f.

USMEPCOM Reg 25-32¹

Correspondence Procedures. Cited in paragraph 3-8.

GPO Publication 845.25

Word Division. Cited in paragraph 2-1.

Misc Pub 25-5

United States Government Printing Office Style Manual. Cited in paragraph 2-1.

Section II

Related Publications (The publications are merely a source of additional information. Users may read them to better under the subject, but does not have to read them to comply with this publication.)

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms

USMEPCOM Pam 25-30¹

Index of the United States Military Entrance Processing Command Publications

USMEPCOM Pam 25-32¹

Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms

Section III

Required Forms (The forms needed to comply with this publication.)

DA Form 12²

Request for Publications and Blank Forms. Cited in paragraph 3-5c.

DA Form 2028²

Recommended Changes to Publications and Blank Forms. Cited in the “suggested improvements” paragraph.

Notes:

1. Distributed by e-mail. (The file is available, for MEPS users only, in the USMEPCOM Electronic Pubs/Forms Library; the file will be available to HQ USMEPCOM and sector users later).

2. Available on DA Pam 25-30 (cd-rom)

DD Form 67²

Request for Approval of Form. Cited in paragraph 4-16h.

OF 41²

Routing and Transmittal Slip. Cited in paragraph 6-4.

USMEPCOM Form 25-32-1-R-E¹

Staff Summary Sheet. Cited in paragraph 5-1a.

Section V

(The form prescribed by this regulation. Users must use the form to comply with this regulation.)

Prescribed Form

USMEPCOM Form 25-33-1-R-E¹

Review of Publication. Cited in paragraph 7-1.

Section VI

(The file number(s) this regulation prescribes the user to file specific documents under.)

Prescribed File Numbers

25-30i

Centralized instruction background file. Cited in paragraph 7-2.

100

Policies and precedents. Cited in paragraph 6-5.

Notes:

1. Distributed by e-mail. (The file is available, for MEPS users only, in the USMEPCOM Electronic Pubs/Forms Library; the file will be available to HQ USMEPCOM and sector users later).

2. Available on DA Pam 25-30 (cd-rom)

Appendix B
Series Numbers and Titles

(Abstracted from AR 25-30)

Series Number: 1

Title: Administration

Description: Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.

Series Number: 5

Title: Management

Description: Policies and principles to Army management doctrine; development and application of work measurements; techniques of work simplification; management review, analysis, and surveys; and other matters pertaining to planning, organizing, directing, and controlling the use of resources not specifically provided for in other series.

Series Number: 10

Title: Organization and Functions

Description: Organization, mission, responsibilities, duties, and functions of DOD and DA.

Series Number: 11

Title: Army Programs

Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12

Title: Security Assistance and International Logistics

Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and Foreign Military Sales programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Series Number: 15

Title: Boards, Commissions, and Committees

Description: Establishment, mission, membership, and functions of boards, commissions, and committees which are internal or external to DA and on which the Army provides representation.

Series Number: 20

Title: Assistance, Inspections, Investigations, and Followup

Description: Inquiries, investigations, and inspections that are conducted by the Inspector General and other inspectors general and that concern performance of missions and the state of discipline, efficiency, and economy of the DA. Excludes security and criminal investigation and material inspections that are placed in other appropriate subject series.

Series Number: 25

Title: Information Management

Description: Development and implementation of plans, policies, program guidance, and responsibilities for management of Information Mission Area resources; covers activities pertaining to telecommunications, automation, records management, publishing and printing, visual information, libraries, and the establishment of information and reporting requirements. Also includes policies and procedures for control of management information reports and automatic data processing products being generated and

distributed within and between Army elements and to agencies external to DA.

a. Subnumbers 25-1 through 25-9, Information Management: Management of Subdisciplines. See 25 series above.

b. Subnumbers 25-10 through 25-29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of communications and electronics systems such as radio, telephone, teletypewriter, and radar.

c. Subnumbers 25-30 through 25-49, Information Management: Publishing and Printing. Policies and procedures for preparation, review, approval, production, and distribution of official publications; media and numbering; forms management; field printing and duplicating; and implementation of public laws and Government regulations on printing and duplicating. Procedures for issue of command orders and publications. (Criteria for manpower and equipment requirements are placed **in the 570 series.**) Indexes, Army dictionary, abbreviations, and other issuances necessary to understand Army publications, and DOD and other publications used by the Army.

d. Subnumbers 25-50 through 25-69, Information Management: Records Management. Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, transmission of mail; control and methods of transmitting official mail; mailing addresses; and other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; microfilming of Army records; information pertaining to filing equipment; document reproduction; safeguarding non-Defense information; and release of information and records contained in Army files.

e. Subnumbers 2-70 through 25-89, Information Management: Automation. Development and implementation of plans, policies, and program guidance pertaining to computer resources that are acquired, developed, operated, managed, or supported by Army elements regardless of design application, capacity, configuration, cost, functional or organizational proponent, user, or source of funding; supervision, coordination, and integration of overall Army automation information; establishment, maintenance, and supervision of standardized and automated systems for DA; and selection, acquisition, and management of Army automation equipment.

f. Subnumbers 25-90 through 25-95, Information Management: Visual Information. Policies, procedures, and responsibilities for directing, planning, programming, and implementing audiovisual system requirements. Includes all still and motion picture photography and television, other than Army-Air Force Motion Picture Service matters that are in the 28 series; also includes organization, functions, and operation of the Army training aids center system.

g. Subnumbers 25-96 through 25-100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Series Number: 27

Title: Legal Services

Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civilian and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishment's; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Series Number: 32**Title:** Clothing and Textile Materiel**Description:** Functions and procedures regarding the integrated supply management of clothing and textile materiel items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. Excludes descriptions and wearing of items of the uniforms that are contained in the 670 series.**Series Number: 34****Title:** Standardization**Description:** Standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to effect interchangeability of items. Standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.**Series Number: 36****Title:** Audit**Description:** Authority, responsibilities, organization, and policies relating to auditing service in DA; action required on U.S. Army Audit Agency reports; and audit procedures for nonappropriated and similar funds. Policy and procedures relating to audits made by the U.S. General Accounting Office.**Series Number: 37****Title:** Financial Administration**Description:** Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army management structure and fiscal code, and related reporting.**Series Number: 40****Title:** Medical Services**Description:** Composition, mission, responsibilities, and functions of the Army Medical Department and its related corps. Covers administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.**Series Number: 55****Title:** Transportation and Travel**Description:** Transportation planning, programming, and staff supervision of transportation components; movement of Army passengers, cargo, mail, household goods, privately owned vehicles (POVs), and personal baggage by various modes of transportation; use of container express (CONEX) service; customs clearance; travel of Army personnel and dependents; military traffic management activities; and transportation facilities. Publications pertaining to specific modes of transportation and travel are placed in the 56 and 59 series.**Series Number: 56****Title:** Surface Transportation**Description:** Administration, registration, operation, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost reporting; safety inspection of POVs; transportation of dependent school children; and use of highways. Operation and control of Army railroads and rail equipment. Also includes organization, functions, operation, and services of Army water terminals and other port activities.**Series Number: 59****Title:** Air Transportation**Description:** Air movement of persons, baggage, and cargo by the Military Airlift Command or

commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Series Number: 60**Title:** Exchange Service**Description:** Establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army and Air Force Exchange Service and exchanges at installations).**Series Number: 71****Title:** Force Development**Description:** Development and formulation of new or revised doctrines, organizations, materiel objectives and requirements and their integration into the Army; requirements for a projected force structure; establishment of quantitative operational requirements for new equipment; procedures for preparation and publication of authorization documents; and modernization and replacement of existing equipment.**Series Number: 73****Title:** Test and Evaluation**Description:** Policies, procedures, responsibilities, and standards for the Army's test and evaluation mission; implements the policies and procedures contained in DOD directives, instructions, and manuals regarding test and evaluation; includes test and evaluation policy guidance, and responsibilities for systems acquired in support of 25- and 70-series regulations; discusses activities such as developmental and operational test and evaluation; Test and Evaluation Master Plan; critical operational issues and criteria; software test and evaluation; models and simulations in support of test and evaluation; test support packages, and instrumentation, targets, and threat simulators.**Series Number: 145****Title:** Reserve Officers' Training Corps**Description:** Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps.**Series Number: 195****Title:** Criminal Investigation**Description:** Functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. Includes matters pertaining to evidence, polygraph, special funds, selection, and identification of investigators and other matters appropriate to criminal investigation activities.**Series Number: 210****Title:** Installations**Description:** Responsibilities of installation commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sale of products and services, and similar functions applicable at installation level and not specifically provided for in other series.**Series Number: 215****Title:** Morale, Welfare, and Recreation**Description:** Responsibilities and procedures for operation of the special services program Army-wide, which includes entertainment, sports participation at various levels, crafts, motion picture services,

libraries (other than law), service clubs, and other forms of recreation and welfare.

Series Number: 230

Title: Nonappropriated Funds and Related Activities

Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235

Title: Industrialized Activities and Labor Relations

Description: Establishment and operation of commercial and industrial-type activities managed by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the Government under contract.

Series Number: 325

Title: Statistics

Description: Policies, procedures, techniques, and standards applicable to the compilation and presentation of statistical data for use within DA and clearance of statistical material for release outside DA.

Series Number: 350

Title: Training

Description: Instruction of personnel in performance of military functions and in tasks and exercises to increase unit combat readiness. Includes basic training and individual training in military techniques, doctrines, and tactics. Also includes on-the-job training for military or civilian personnel such as supervisory, management, first aid, security, recognition, and physical training. Excludes subjects in the 351, 352, and 621 series.

Series Number: 351

Title: Schools

Description: Training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. Includes educational opportunities provided through branch service schools, officer candidate schools, the U.S. Military Academy, the Army War College, the Command and General Staff College, and similar schools and colleges.

Series Number: 360

Title: Army Public Affairs

Description: Public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers programs; relations with public news media and industry; and field press censorship.

Series Number: 380

Title: Security

Description: Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigations involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.

Series Number: 381

Title: Military Intelligence

Description: Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counterintelligence activities.

Series Number: 385

Title: Safety

Description: Administration of the Army Safety Program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data and accidents and incidents. Some other elements of safety are placed in respective subject series.

Series Number: 405

Title: Real Estate

Description: Acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.

Series Number: 415

Title: Construction

Description: Construction at military installations and facilities under DA control, including design, funding, and awarding of contracts and administration of construction programs. Excludes civil works construction, master planning (see 210 series), and work classified as maintenance and repair (see 420 series).

Series Number: 420

Title: Facilities Engineering

Description: Activities pertaining to the maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of an existing real property facility), abatement of environmental pollution, management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services (custodial services, entomological services, refuse collection and disposal, snow removal, and ice alleviation).

Series Number: 500

Title: Emergency Employment of Army and Other Resources

Description: Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken during riots, demonstrations, other disorders, floods, earthquakes, storms, fires, and accidents. Planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in the appropriate subject series.

Series Number: 530

Title: Operations and Signal Security

Description: Policies, responsibilities, and procedures for operations security, communications security, electronic security, control of compromising emanations, and related matters.

Series Number: 550

Title: Foreign Countries and Nationals

Description: Matters pertaining to foreign nations and countries that affect the Army and military and civilian personnel. Subjects relating to foreign nationals as individuals such as visits to U.S. military

activities, training, and orientation by the U.S. Army. Publications that concern foreign countries and that are in specific subject areas are placed in the appropriate subject series.

Series Number: 570

Title: Manpower and Equipment Control

Description: Criteria for authorizing, allocating, utilizing, and programming for military and civilian manpower and equipment. Includes criteria for establishing manpower and equipment requirements in Army authorization documents. Procedures for preparation and publication of authorization documents will be numbered 25-30 through 25-49.

Series Number: 600

Title: Personnel-General

Description: Subjects pertaining to military and civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than one personnel series.

Series Number: 601

Title: Personnel Procurement

Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel recruiting activities, and other matters relating to the entry of military personnel into the Army.

Series Number: 602

Title: Soldier-Materiel Systems

Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 604

Title: Personnel Security Clearance

Description: Granting, denial, suspension, and revocation of security clearances of DA personnel, both military and civilian, for access to classified defense information. Activities affecting loyalty or suitability of personnel for security clearances. Special requirement for clearances of personnel with certain duties and positions. Excludes types of personnel security investigations and conduct of such investigations that are placed in the 381 series.

Series Number: 608

Title: Personal Affairs

Description: Matters of personal concern to the soldiers, their dependents, and the community such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific subject series.

Series Number: 611

Title: Personnel Selection and Classification

Description: Methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs.

Series Number: 612

Title: Personnel Processing

Description: Processing of military personnel upon entry into the Service, in a training or temporary

unassigned status, upon assignment overseas and return, and for separation from the Service.

Series Number: 614

Title: Assignments, Details, and Transfers

Description: Length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the Services involving Army personnel and uniformed members of the other Services.

Series Number: 616

Title: Personnel Utilization

Description: Functions, procedures, and techniques to maintain the personnel posture of the Army. Effective use of soldiers and their skills and abilities. Publications relating to manpower management and utilization of manpower resources are placed in the 570 series.

Series Number: 621

Title: Education

Description: Army programs to improve the general educational level of military personnel, provisions for nonmilitary opportunities and services, and scholarships, fellowships, and grants offered by civilian institutions. Excludes training in military schools (351 series) and dependents' education (352 series).

Series Number: 623

Title: Personnel Evaluation

Description: Measurement of the performance of soldiers in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating systems.

Series Number: 624

Title: Promotions

Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630

Title: Personnel Absences

Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

Series Number: 635

Title: Personnel Separations

Description: Separation of military personnel from the Service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons for discharge; and physical evaluation of individuals for retention, separation, or retirement.

Series Number: 638

Title: Deceased Personnel

Description: Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.

Series Number: 640

Title: Personnel Records and Identification of Individuals

Description: Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.

Series Number: 670

Title: Uniform and Insignia

Description: Items of the uniform and insignia worn by soldiers, including the materials, design, manner, and occasions for wearing. Uniforms and allowances for civilians whose special positions or duties require wearing a uniform.

Series Number: 672

Title: Decorations, Awards, and Honors

Description: Design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; and special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors. Salutes, honors, and visits of courtesy.

Series Number: 680

Title: Personnel Information Systems

Description: Functions and procedures pertaining to personnel accounting and reporting of data concerning soldiers and civilians. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

Series Number: 690

Title: Civilian Personnel

Description: Administration of the Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. Other civilian personnel matters, such as uniforms, incentive awards, and pay, are placed in specific subject series.

Series Number: 700

Title: Logistics

Description: Logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Publications pertaining to a specific logistical function are placed in the appropriate 700 series.

Series Number: 701

Title: Logistics Plans

Description: Policies and procedures pertaining to development, preparation and supervision of plans to support the Army Materiel Plan. Includes but is not limited to plans for procurement of items, distribution of newly adopted or modernized principal items of equipment, control of items in short supply, war planning, and other plans in keeping with changing Army logistics requirements.

Series Number: 702

Title: Product Assurance

Description: Policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycles, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness.

Series Number: 708

Title: Cataloging of Supplies and Equipment

Description: Policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in DA and DOD.

Series Number: 710

Title: Inventory Management

Description: Control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and maintaining inventory data on the quantity, location, and condition of supplies and equipment due in, on hand, and due out; for determining quantities of materiel available and/or required for issue; and for facilitating distribution and management of materiel.

Series Number: 715

Title: Procurement

Description: Procurement of materiel and services through purchase or contract from sources outside the Army. Includes such functions as priorities and allocations, procurement inspection, and quality control; high-dollar parts; small business procedures; and open-end contract information.

Series Number: 725

Title: Requisition and Issue of Supplies and Equipment

Description: Procedures pertaining to requisitioning and issue of supplies and equipment. Includes special requisitioning and issue systems such as Military Standard Requisitioning and Issue Procedures.

Series Number: 735

Title: Property Accountability

Description: Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

Series Number: 740

Title: Storage and Supply Activities

Description: Organization, mission, and functions of Army depots; establishment, status, and use of storage and warehousing facilities; warehousing and depot operations; and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, inspection incident to storage functions, and reissue of materiel.

Series Number: 742

Title: Inspection of Supplies and Equipment

Description: Examination, testing, and surveillance of the physical condition, serviceability, and usability of materiel in use or in storage for conformity with prescribed quality standards and safety procedures. Inspections relating to procurement or maintenance are placed in the appropriate subject series.

Series Number: 746

Title: Marking, Packing, and Shipment of Supplies and Equipment

Description: Painting and marking of Army materiel for identification. Preparation of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments.

Series Number: 750

Title: Maintenance of Supplies and Equipment

Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability.

Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Series Number: 755

Title: Disposal of Supplies and Equipment

Description: Reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Series Number: 840

Title: Heraldic Activities

Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organizations and personnel.

Series Number: 870

Title: Historical Activities

Description: Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums; historical services; and acquisition, accountability, and disposition of historical properties.

Appendix C

Preparing an Index

(Extracted from DA Pam 310-20)

C-1. Reviewing the manuscript

The first step in preparing an index is to review the manuscript paragraph by paragraph and jot down all the important topics covered. Important topics are those the user should know about, and the ones you think the user would look for in the index. To help organize the index later, note each topic on a separate index card. Also, note on each card the paragraph number where the topic is discussed.

C-2. Preparing entries

The second step is to divide topics into principal entries and subentries. A principal entry is a precise term or phrase that describes a relatively general topic. A subentry is a precise term or phrase that describes a more specific topic related to the general topic. (To help you better understand the relationship of a principal entry to a subentry, think of a principal entry as a topic and a subentry as a subtopic.) Guidelines for preparing entries are given below.

a. Keeping entries separate. As you divide your topics into principal entries and subentries, you may have to prepare new index cards. You should have a separate card for each principal entry and each subentry. If a topic will be listed as both a principal entry and a subentry, you should have two cards for it. Keeping your principal entries and subentries on separate cards will help you write your index later.

b. Wording entries. When preparing entries, keep the following rules in mind:

- (1) Use the most logical terms or phrases to describe your topics. Put yourself in the place of the users and decide what terms or phrases they would look under to find the information they need.
- (2) Use the same terms used in the body of the publication. For example, if you use the term *format* to mean *layout*, use *format* in the index, not *layout*. If two terms are used interchangeably, choose one of them for your index and decide if you need to include and cross reference the other one (see par. C-3a(1)).

c. Dividing topics into principal entries and subentries. To choose which topics should be principal entries and which should be subentries, follow the steps outlined below.

- (1) Look through your cards and decide which topics are the more general ones. Then describe each of those topics with a precise term or phrase. For example, the following topics are listed on your cards:

Uses of administrative publications, 2-2
Numbering of administrative publications, 2-5
Required parts of administrative publications, 2-4
Uses of pamphlets, 4-1
Required parts of pamphlets, 4-2
Looseleaf format, 5-1
Bound format, 5-2

From this list, your principal entries should be “Administrative publications,” “Army regulations,” “Pamphlets,” and “Format.” These entries describe the more general topics listed.

- (2) After choosing your general topics, see which ones have subtopics that can be grouped under them. Any topic that has subtopics should be listed as a principal entry; the subtopics should be described with a precise term or phrase and listed as subentries. Using the example in (1) above, “Administrative

publications” can stand as a principal entry; its subtopics “Uses of,” “Required parts of,” and “Format of” should be listed as subentries. “Army regulations” and “Pamphlets” should be subentries under them. Finally, “Format” should be a principal entry; “Of administrative publications,” “Looseleaf,” and “Bound” should be subentries.

(3) Having chosen your principal entries and subentries, put yourself in the user’s place again and review all of your topics. If you listed a topic as a subentry but think your user would look for it as a principal entry, list it as a principal entry, list it also as one of your principal entries and cross-reference it. (See par. C-3a(2) for information on cross-referencing these entries.) Also, if you have an important topic that cannot be listed as a subentry, list it as a principal entry even though it has no subentries of its own.

C-3. Cross-referencing entries

Having chosen your entries, look through them and see if you should cross-reference any of them. A cross-reference tells your user to look under another entry. The two types of cross-references and their uses are explained below.

a. The **“See”** reference. This tells the user that the information about a certain topic is listed under another entry. Use the “See” reference in the following situations:

(1) When you decide to list two interchangeable terms. For example, if you use format and layout interchangeably and decide to make format your main entry, list it as follows:

Format (layout), 5-1

If you feel you should also include layout because you user might seek information under the listing, include it as a principal entry and list it as follows:

Looseleaf. **See** Format

(2) When you list a topic as both a subentry and a principal entry. For example, if you list your information about looseleaf format in a subentry under “Format” but also want to include looseleaf as a principal entry, list it as follows:

Looseleaf. **See** Format, Looseleaf

b. The **“See also”** reference. This tells the user that additional information about a certain topic is listed under another entry. Use this reference when you list some information about a topic under one entry and include more information about the topic under another entry also. Write See also reference as follows:

Administrative publications
Format of, 2-5. **See also** Format

C-4. Arranging entries

The next step in preparing an index is to organize your entries. This will help you write your index. To organize them, follow the steps below.

a. Separate the cards for principal entries from those for subentries.

- b. With each card for a principal entry, group the cards for the subentries that will be listed under it.
- c. Put all principal entries in alphabetical order; under each principal entry, put its subentries in alphabetical order.

Appendix D**Instructions for Preparing USMEPCOM Form 25-32-1-R-E for Electronic Coordination****D-1. Filling the form**

To fill USMEPCOM Form 25-32-1-R-E complete the steps below.

STEP 1. Open the **“Delrina FormFlow”** icon.

STEP 2. Go to the menu bar and select **“File.”** From the drop down menu, select **“Open.”**

STEP 3. Select file **“25321re.frl”** and then select **“OK.”**

STEP 4. Fill the form as applicable.

D-2. Saving the data as a database file

To save the data as a database file complete the steps below.

STEP 1. Go to the menu bar and select **“Data.”** From the drop down menu, select **“Save As.”**

STEP 2. In the **“Database File”** box, type **“25321re”** and then select **“OK.”**

STEP 3. In the confirmation dialog box, select **“Yes.”**

STEP 4. In the confirmation dialog box, select **“OK.”**

STEP 5. Go to the menu bar and select **“File.”** From the drop down menu select **“Exit.”**

D-3. Creating a blank WordPerfect file

The form and its data will be inserted in a blank WordPerfect file. To create a blank (contains no data) WordPerfect file complete the steps below.

STEP 1. Open the **“WordPerfect”** icon.

STEP 2. Go to the menu bar and select **“Save.”** In “C” drive (wpdocs file), save the file as **“25321re.”** **DO NOT CLOSE THE FILE.** With your thumb, press the **“alt”** key and keep your thumb on it. While continuing to hold the **“alt”** key, press your finger on the **“tab”** key until **“Program Manager”** appears. When **“Program Manager”** appears, release both keys and follow the instructions at paragraph D-4.

D-4. Copying the filled form to the blank WordPerfect file

To copy the filled form to the blank WordPerfect file complete the steps below.

STEP 1. Open the **“Delrina FormFlow”** icon.

STEP 2. From the menu bar select **“File.”** From the drop down menu, select **“Open.”** Select file **“25321re.frl”** and then select the **“OK”** button.

STEP 3. Go to the menu bar and select **“Data.”** From the drop down menu, select **“Open Data.”** Select the **“Select”** button. Select file **“25321re.dbf.”** Select the **“OK”** buttons.

STEP 4. Go to the menu bar and select **“Edit.”** From the drop down menu, select **“Copy Form.”** With your thumb, press the **“alt”** key and keep your thumb on it. While continuing to hold the **“alt”** key, press your finger on the **“tab”** key until **“WordPerfect”** appears. When “WordPerfect” appears, release

both keys.

STEP 5. Go to the menu bar and select **“Edit.”** From the drop down menu, select **“Paste.”** (This will paste the form to the blank Wordperfect file **“25321re.wpd.”** To remove the small black squares from around the form, click the left mouse button anywhere on the white space outside the squares.)

STEP 6. Go to the menu bar and select **“File.”** From the drop down menu, select **“Exit.”** From the confirmation dialog box, select **“Yes.”**

STEP 7. Go the menu bar and select **“File.”** From the drop down menu, select **“Exit.”**

D-5. Transmitting the completed form as an attachment

To send the completed USMEPCOM Form 25-32-1-R-E (file “2532re.wpd”) by e-mail follow the steps below.

STEP 1. Open the **“GroupWise”** icon.

STEP 2. Select **“Send mail”** button.

STEP 3. Complete the **“To:”** and **“Subject:”** text boxes and type the message. (Type the message in accordance with paragraph 5-3a(6).)

STEP 4. Select the **“Attach”** button.

STEP 5. Select the **“Attach file”** button.

STEP 6. Select the WordPerfect file **“25321re.wpd”** and then the **“OK”** button.

STEP 7. Select the **“OK,” “Close,”** and **“Send”** buttons.

STEP 8. Go to the menu bar and select **“File.”** From the drop down menu, select **“Exit.”**

D-6. Annotating a electronic response on USMEPCOM Form 25-32-1-R-E

To annotate an electronic response on USMEPCOM Form 25-32-1-R-E (file “25321re.wpd”) follow the steps below.

STEP 1. Open the **“GroupWise”** icon

STEP 2. Select the **“In Box”** button. (The subject block of the e-mail message will identify that the manuscript is being sent for coordination by the words **“Coordination of.”**)

STEP 3. Double click on the attached file **“2531re.wpd.”**

STEP 4. Go to the menu bar and select **“File.”** From the drop down menu, select **“Save As”** and then select the **“Save”** button.

STEP 5. In the upper-left hand corner of the window, select the **“Control-menu box”** button (gray box with a hyphen in the middle). From the drop down menu, select **“Close.”**

STEP 6. Go to the menu bar and select **“File.”** From the drop down menu, select **“Open.”**

STEP 7. Select file “**25321.re wpd**” and then select the “**OK**” button.

STEP 8. Position the arrow anywhere on the form. With the *RIGHT* mouse button, select “**Edit FormFlow Filler Form - Object.**” (The form will disappear for about 30 seconds and then reappear in a larger size.)

STEP 9. With the *LEFT* mouse button, select and complete your box.

STEP 10. Go to the menu bar and select “**File.**” From the drop down list, select “**Exit.**” From the confirmation dialog box, select the “**Update**” button (wait for the form to convert to its original size).

STEP 11. With the *LEFT* mouse button, unselect the form by placing the four arrows anywhere outside the small solid black boxes surrounding the form.

STEP 12. Go to the menu bar and select “**File.**” From the drop down menu, select “**Exit.**” From the confirmation dialog box, select “**Yes.**”

This checklist is not inclusive, however, it will help expedite the processing of the manuscript. As applicable, items marked “Yes” indicate a positive and those marked “No” a negative.

YES NO NA

- #### 4. Title page.

- b. Publication number.** Does the publication's type and number appear left justified under the agency address? For example: _____

- c. Effective date.** Effective dates apply only to regulations and changes to regulations. After the publication type and number, shown in b above, did you double space, center, and type the word effective as shown below? _____

Effective:

- d. Publication series.** Is the publication's series title correct, centered, and boldfaced in uppercase and lowercase letters? _____

- e. Publication title.** Does the publication's title appear directly under the series title (no space), centered, boldfaced, and in uppcased letters? _____

f. Authentication block.

- (2) Does the top and bottom authentication block lines start at the left margin extend to the right margin? _____

- (3) Is there one space between the top authentication line and “FOR THE COMMANDER?”

YES NO NA

- (4) Is “FOR THE COMMANDER” left justified, typed in uppercased letters, and followed by a colon?

(5) Are there four spaces between the words “FOR THE COMMANDER” and “OFFICIAL”?

(6) Is the approval authority’s signature block centered?

(7) Are there four spaces between the words “OFFICIAL ” and the approval authority’s signature block?

(8) Is there one space between the approval and signature authority’s signature block?

(9) Is there one space between the signature authority’s signature block and the “DISTRIBUTION” block?

(10) Is the word distribution left justified, uppercased, followed by a colon, and contains a distribution code underneath?
For example:

DISTRIBUTION:

A

g. Table of contents.

(1) Does the table of contents start after the last title page paragraph?

(2) Is the word “**Contents**” centered and in bold uppercase/lowercase letters?

(3) “**Paragraph**” and “**Page**” column headings.

(a) Are the column headings right justified ?

(b) Is there one line space between the word “Contents” and the column headings?

(c) Are there at least six character-spaces between the words “Paragraph” and “Page?”

	YES	NO	NA
(d) Are the column headings typed in bold uppercase/lowercase letters? _____	_____	_____	_____

Note: When continuing the table of contents to the next page, carry over the column headings.

(e) Does the paragraph numbers begin under the letter "P" in paragraph column? _____	_____	_____	_____
--	-------	-------	-------

(f) Does the page numbers begin under the letter "P" in page column? For example: _____	_____	_____	_____
---	-------	-------	-------

Paragraph	Page
-----------	------

3-1	3-1
-----	-----

3-2	3-1
-----	-----

(5) Does the paragraph and page numbers in the table of contents correctly reflect the paragraph and page numbers in the manuscript? _____	_____	_____	_____
--	-------	-------	-------

5. Supersession notice

a. If applicable, is an asterisk (*) placed before the header on page 1 and before the word "This" in the supersession notice? _____	_____	_____	_____
--	-------	-------	-------

b. If applicable, were superseded/rescinded publications and parts of publications, rescinded forms, IMCs, and/or RCS listed? _____	_____	_____	_____
---	-------	-------	-------

c. Were rescinded publications and/or forms approved by the MDC/MCS or authorized approval authority? _____	_____	_____	_____
---	-------	-------	-------

6. Page headers. Are all page headers flushed right? _____	_____	_____	_____
--	-------	-------	-------

7. Page numbers

a. Is page 1 unnumbered? _____	_____	_____	_____
--------------------------------	-------	-------	-------

b. Are page numbers following page 1 and preceding the first chapter, appendix, glossary, or index numbered with lowercase Roman numerals (i.e., ii, iii, iv, etc.)? _____	_____	_____	_____
--	-------	-------	-------

c. Are all page numbers centered at the bottom of the page? _____	_____	_____	_____
---	-------	-------	-------

8. Paragraphs

a. Are main paragraphs numbered, titled, and do not end with a period? _____	_____	_____	_____
--	-------	-------	-------

	YES	NO	NA
b. Are main paragraph numbers and titles boldfaced in uppercase and lowercase letters?	_____	_____	_____
c. Is the first subparagraph "a" indented three spaces from the left margin?	_____	_____	_____
d. Is the second subparagraph "(1)" indented six spaces from the left margin?	_____	_____	_____
e. Is the third subparagraph "(a)" indented nine spaces from the left margin?	_____	_____	_____

9. Appendixes

a. Does each appendix start on a new page?	_____	_____	_____
b. If the appendix is written in a paragraph format, are the main paragraphs numbered consecutively and preceded by the appendix letter and a hyphen? For example:	_____	_____	_____

B-1. Paragraph (may be titled or untitled)
Text.

B-2. Paragraph (may be titled or untitled)
Text.

c. Is the page number centered and consist of the appendix letter, a hyphen, and page number? For example:	_____	_____	_____
--	-------	-------	-------

B-1

10. Glossary

a. Does the glossary start on a new page?	_____	_____	_____
b. Is the glossary titled "Glossary?"	_____	_____	_____
c. Is the title "Glossary" typed in upper and lowercase letters, left justified, and boldfaced?	_____	_____	_____
d. Does a hyphen and the word "Glossary" precede each centered page number? For example:	_____	_____	_____

Glossary-1

	YES	NO	NA
--	-----	----	----

11. Index

a. Is there an index? (**Note:** This is a requirement for all USMEPCOM regulations and automated data systems manuals with 50 or more paragraphs. However, proponents are authorized to include an index in publications with less than 50 paragraphs.)

_____	_____	_____
-------	-------	-------

b. Does the index start on a new page?

_____	_____	_____
-------	-------	-------

c. Was the index prepared in accordance with the instructions at appendix C?

_____	_____	_____
-------	-------	-------

d. Is the page number centered with the word "Index" and a hyphen preceding the page number? For example:

_____	_____	_____
-------	-------	-------

Index-1

12. Abbreviations and/or terms. Are abbreviations and/or terms defined in the glossary mentioned in the text?

_____	_____	_____
-------	-------	-------

13. References

a. If applicable, are references within the manuscript accurate (e.g., references to paragraphs, tables, figures, appendix(es), glossary, and the index)?

_____	_____	_____
-------	-------	-------

b. If applicable, are appendixes referenced in alphabetical order within the body?

_____	_____	_____
-------	-------	-------

c. Indicate which of the following of references were listed at appendix A:

(1) Required publications.

_____	_____	_____
-------	-------	-------

(2) Related publications.

_____	_____	_____
-------	-------	-------

(3) Prescribed publications (USMEPCOM handbooks and/or ADSMs).

_____	_____	_____
-------	-------	-------

(4) Required forms.

_____	_____	_____
-------	-------	-------

(5) Prescribed forms.

_____	_____	_____
-------	-------	-------

(6) Prescribed file numbers.

_____	_____	_____
-------	-------	-------

d. If applicable, are the references listed in appendix A listed in alphanumeric order?

_____	_____	_____
-------	-------	-------

	YES	NO	NA
e. If applicable, is the memorandum requesting to include a required external publication(s) and the MIM response included together in the appropriate tab?	____	____	____
	____	____	____
f. If applicable, does the proponent have on hand one copy of each required internal and/or external publication listed at the appendix A?	____	____	____
14. USMEPCOM forms.			
a. Does the manuscript create or revises a USMEPCOM form(s)?	____	____	____
If yes, was the form(s) created and approved by the FMO (MIM-SS)?	____	____	____
Note: Do not submit the manuscript to the editor until this step has been accomplished.			
15. Handbooks. Was the editor (MIM-SS) consulted before creating a USMEPCOM handbook? Note: Only USMEPCOM regulations may establish the use of handbooks.	____	____	____
16. Manuscript parts. Were all parts of the manuscript contained in one file?	____	____	____

PART 2. COORDINATION

17. Coordination.

a. Was a USMEPCOM Form 25-31-1-R-E (Staff Summary Sheet) used to coordinate the manuscript?	____	____	____
b. Was the Staff Summary Sheet signed by the approving official?	____	____	____
c. Was the manuscript coordinated with the following mandatory elements?			
(1) The Inspector General (MIG)	____	____	____
(2) Command Judge Advocate (MJA)	____	____	____
(3) Security Officer (MHR)	____	____	____
(4) Requirements Control Officer (MIM)	____	____	____
(5) Forms Management Officer (MIM-SS)	____	____	____
(6) Files Officer (MIM-SS)	____	____	____
(7) Chief, Internal Review (MIR)	____	____	____
	YES	NO	NA
(8) Eastern Sector and Western Sector (MCO-E and MCO-W)			

commanders? **Note:** If the proponent feels coordination with sectors is not required, he or she must give an explanation as to why not in the background paragraph of the Staff Summary Sheet.)

18. Comments. If applicable, was the reviewing element contacted, verbally or in writing, to address his or her comments?

19. Nonconcurrences. If applicable, are ALL nonconcurrences resolved? (**Note:** Nonconcurrences must be resolved before submitting the manuscript for editorial review).

PART 3. SUBMISSION

20. Assembling the manuscript package.

a. Is the manuscript package assembled according to the instructions prescribed in figure 5-3?

b. For electronic coordination responses only, is the e-mail information page stapled to the appropriate staff summary sheet and placed in tab A (see par. 5- 6a)?

c. Was a file copy made of ALL the original documents submitted for editorial review?

21. Signature. Does the staff summary sheet contain the approval authority's signature?

Appendix F

Quick Format Reference List

ELEMENT	FORMAT REQUIREMENTS
Manuscript	Save all parts of the manuscript in one file.
Margins	One inch on all sides of each manuscript page.
Publication number	Use the WordPerfect header feature to create header. Type the publication number and right justify it on every page.
Publication date	MIM-SS will type the date in full. The date will appear left justified in the header (the one that contains the publication number). Double space after the header and right justify the publication date (see fig. 4-1).
Effective date	Applies to regulations/changes only. One page 1, double space, center, and type in bold uppercase/lowercase letters the word "Effective:" after the second mention of the publication number (see fig. 4-1). MIM-SS will type in the date (in full).
Heading	May consist of three or four single-spaced lines (i.e., no space between the lines). Center and type each line in UPPERCASE letters. DO NOT bold the heading.
Series title	Center and type in bold uppercase/lowercase letters.
Publication title	Center and type in UPPERCASE bold letters after the series title. DO NOT insert a space between the series and publication titles.
Authentication block	Double space after the publication date on page 1 and type in the format as shown at figure 4-1 .
Title page paragraphs	Double space after the second authentication block line. Left justify and begin typing the required paragraphs, do not NUMBER them. Type titles in bold uppercase/lowercase letters. End each paragraph title with a period. Insert two character spaces after the period and begin typing text on the same line.
Supersession line	If applicable, always place at the bottom of page 1. Type a horizontal line from the left margin to right margin. Single space and type an asterisk (*) before the text being superseded and/or rescinded. End text with a period.
Table of contents	Double space after the last required title page paragraph. Type and center the word "Contents" in bold uppercase/lowercase letters.

ELEMENT**FORMAT REQUIREMENTS**

"Paragraph" and "Page" column titles. Double space after the word "Contents." Right justify and type the words paragraph and page in bold uppercase/lowers letters. Leave at least six character-spaces between the words "Paragraph" and "Page."

Paragraph and page numbers. Line up the paragraph and page numbers under the "P" in paragraph and the "P" in page. For "tables" and "figures," list only the page numbers. **DO NOT** list paragraph and page numbers for an appendix, glossary, and index.

Table title. Double space after last chapter or section paragraph. Flush left and type the word "Tables" in **bold italic** upper case/lowercase letters. Single space and list the tables in numeric order. End the table number with a period and bold. Insert two character spaces after the period and begin typing the title in unbold uppercase/lowercase letters.

Figure title. Normally follows the last table title. When there are no tables, list after the last chapter or section paragraph title. Double space after last table or paragraph entry. Flush left and type the word "Figures" in bold uppercase/lowercase letters. Single space and list the figures in numerical order. End the figure number with a period and bold. Insert two character spaces after the period and begin typing the title in unbold uppercase/lowercase letters.

Appendix title. Normally follows the last chapter or section paragraph. When the table of contents contain tables/figures, place the appendixes after them. Double space after the last paragraph or table/figure title. Flush left and type the word "Appendixes" in bold uppercase/lowercase letters. Single space and list the appendixes in alphabetical order. Type the appendix letters in bold uppercase letters and end them with a period. After the period, insert two character spaces and begin typing the titles in unbold uppercase/lowercase letters. When there is only the appendix A list as follows:

Appendix A. References

Glossary. Normally follows the last appendix. If no appendix(es) exists, list after the last paragraph, table, or figure title. Double space, flush left and type after the applicable title the word "Glossary" in bold uppercase/lowercase letters.

Index. Follows the glossary. Double space and list after the glossary or last paragraph title. If no glossary exists, list after the appendix, figure, table, or chapter/section paragraph title. Type, flush left, the word "Glossary" in bold uppercase/lowercase letters.

ELEMENT FORMAT REQUIREMENTS

Paragraph title Begin at the left margin (flush left), type in bold uppercase/lowercase letters. DO NOT place a period after the title.

Subparagraph title Indent to the appropriate level. Type in bold uppercase/lowercase letters and end the title with a period. Insert two spaces after the period and begin typing the text on the same line.

Chapter title Start chapter on a new page. The title will contain two single-spaced lines. Type the chapter number on the first line and the title on the second line in bold upper case/lowercase letters.

Section title The title will consist of two single-spaced lines. Type the section's number on the first line and its title on the second line. Double space after the chapter title and/or paragraph/subparagraph. Flush left section title. Type text in ***bold italic*** uppercase/lowercase letters. **UNDERLINE** the last line of the section's title.

Note: The above instructions pertain to listing sections in the body. For listing sections in the table of contents, see "Table of contents" above.

Table title Flush left and type the table title in bold uppercase/lowercase letters. Double space and began the table.

Figure title Double space after the figure. Center and type in bold uppercase/lowercase letters the figure title.

Appendix title Start the appendix on a new page. Flush left and type the word "**Appendix**," on the first line and the title on the second line in bold uppercase/lowercase letters.

Glossary title Start the glossary on a new page. Left justify and type the word "Glossary," on the first line in bold uppercase/lowercase letters.

Index title Start the index on a new page. Left justify and type the word "Index," on the first line in bold uppercase/lowercase letters.

ELEMENT**FORMAT REQUIREMENTS****Page numbers**

Do not number page 1.

Except for page 1, center page numbers at the bottom of each page.

Arabic numbers. Use Arabic numbers (e.g., 2, 3, 4) when the publication has no chapters.

Roman numerals. Use lowercase Roman numerals (e.g., ii, iii, iv) to number pages preceding the first chapter.

Hyphen. Place a hyphen (-) between chapter, appendix, glossary, and index page numbers (e.g., 1-1, A-1, Glossary-1, Index-1).

Appendix G**Instructions for Obtaining Access to the USMEPCOM Electronic Pubs/Forms Library****G-1. How to connect your drive (MEPS ONLY)**

Please follow the instructions below to initially connect "A" drive to the Headquarters' server to access the USMEPCOM Pubs/Forms Library. This is a one time connection.

1. Connect to the Winframe server.
2. Within your Program Manager window select the AMain@ group by double clicking on the icon.
3. Select the AFile Manager@ icon by double clicking on the icon.
4. Select the ADisk@ topic located in the menu bar.
5. Select AConnect Network Driver."
6. Near the middle of your screen you will see a window named AShared Directories," click on the AUp@ arrow located on the right side of this box.
7. Double click on Microsoft windows network.
8. Double click on MEPCOM-NT.
9. Double click on MEPS1.
10. Double click on MIM.
11. Near the middle of your screen a new box will appear. On the information line of that box will be the drive you have now connected. Ensure to annotate which drive you connected since you will refer to it when accessing the Pubs and Forms Directory.

G-2. Gaining access to the USMEPCOM Electronic Pubs/Forms Library

1. Connect to your Winframe Server.
2. From the Program Manager Window select the main group icon. If the MicroSoft exchange window covers the Program Manager window close the window to see the Program Manager window.
3. Select the "File Manager" icon (double click).
4. Select the AWindow@ subject on the menu bar (single click).
5. Select the ANew Window@ topic on the menu bar (single click).
6. Select the AWindow@ subject on the menu bar.
7. Select ATile Horizontally.@

Note: At this point you should see two windows split horizontally on your screen. **PLACE A DISKETTE IN THE “A” DRIVE.**

8. Anywhere within the top window single click. This will highlight the window with a dark blue color filler across the information line of the box.
9. Single click on the AA@ drive icon. This will change the top window to reflect the contents of the AA@ drive.
10. Anywhere within the bottom single click. Again, this will highlight the window with a dark blue color filler across the information line of the box.
11. Click on the drive you initially connected. You should see A?(DRIVE YOU CONNECTED):\-NTFS.
12. Click on the SSD folder (Support Services Division).
13. The “Forms” and “Pubs” folders will appear.
14. You may now double click on the folder you wish to open and you will see the contents of that folder.
15. To copy a particular form or regulation simply click and drag from the network drive you connected to your A drive.

FROM NOW ON IF YOU PLACE THE DISKETTE IN DRIVE AA@ PRIOR TO CONNECTING TO THE WINFRAME THE WINDOWS WILL DEFAULT TO BE SPLIT AND YOU WILL NOT HAVE TO DO STEPS 1-11.

Glossary

Section I **Abbreviations**

ADS

automated data systems

ADSM

automated data systems manual

AR

Army regulation

BBS

Bulletin Board System

CMS

Command Message System

DA

Department of the Army

DD

Defense Department

FMO

forms management officer

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IMC

interim message change

MDC/MCS

Deputy Commander/Chief of Staff

MEPS

military entrance processing station

PCO

publications control officer

RCO

requirements control officer

RCS

requirement control symbol

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

acronym

An abbreviation formed from the letters or syllables of a group of words and pronounced as a word. For example, “AWOL” for “absent without leave.”

approval authority*

Individual who is authorized to sign and approve documents.

Automated data systems manual (ADSM)*

A USMEPCOM publication established to assist users with the operation of an automated data system.

body

Text between the table of contents and the first appendix.

brevity code

Any simple abbreviation or shortened form of a word (e.g., “abn” for “airborne”). Any abbreviation that is formed like an acronym but whose letters are pronounced singly rather than a word (e.g., “TDY” for “temporary duty”).

camera-ready copy

Text prepared for photographic rather than typeset reproduction.

character

Typed material which occupies a space.

copyright

An exclusive right granted by law to an author to protect an original work of authorship. These works can be literary, musical, dramatic, choreographic, pictorial, graphic sculptural, or audiovisual. Examples of works which may be copyrighted include written or printed material, motion pictures, sound recordings, and material stored in a computer and readable only by machine.

change

An official modification to an existing publication issued as a separate document to accompany the publication.

consolidation

Two or more separate pieces of published material formed into one publication.

coordination

The review process of a manuscript by mandatory and selected staff elements.

*USMEPCOM-unique term

directive

A publication that prescribes policies and procedures.

distribution

The manner in which a publication is distributed.

double space

A blank line between two lines of text.

extracted material

Material copied or removed verbatim from one publication and included in another without changes.

external publication

A publication that is not written by a USMEPCOM proponent.

font

A group of letters, numbers, and symbols with a common typeface. Fonts are described by name, appearance, and size, as in Times New Roman 10pt.

form

An officially prescribed document with prepared spaces for the insertion of information. Items such as labels, stickers, tags, and file cover sheets do not require insertion of information; however, they may still be considered forms if they meet the standards for size, item sequence, wording, design, and construction.

format

The order in which the parts of a manuscript are assembled; also the arrangement or layout given to a specific part or page of a manuscript.

handbook

A concise reference book on the technical aspect of a particular subject or compilation of factual data and instructional material not subject to frequent change.

left justify

The first character begins at the left margin.

manuscript

A draft publication.

official publication

An official publication is one which has been approved, authenticated, and distributed.

points

The size and spacing of letters, numbers, and symbols (for example 11pt).

poster

A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.

prescribing directive

The publication that directs that a policy be carried out; a procedure be followed; a form, file number,

handbook, and/or poster be used; and/or a report be submitted.

proponent

The agency, or person, responsible for writing and issuing a publication.

publications*

Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are regulations, supplements, handbooks, automated data system manuals, and posters..

regulation*

A type of publication that establishes, policies, procedures, and responsibilities. It may prescribe the use of handbooks, forms, file numbers, requirement control symbols, posters, and forms.

reprint

A second or later printing of the current edition of a publication or blank form to replenish stock levels.

rescission

The cancellation of material.

revision

A rewritten version of an existing publication.

right justify

The last character ends at the right margin.

single space

No blank lines between the text.

stand-alone publication*

A USMEPCOM publication that contains all the information the user needs and does not refer the user to external publications. Stand-alone publications may include required external publications only when they are **absolutely crucial** and approved by MIM-SS.

standing operating procedures (SOP)

A clearly written set of instructions prescribed for an effectively organized unit specifying detailed operational procedures. Primarily its a guide which originates within the management element of an organization.

style

A manuscript written according to the accepted rules of grammar.

supersession notice

An explanation of superseded and/or rescinded material.

*USMEPCOM-unique term

supplement

A publication which adds material to an existing regulation.

USMEPCOM publication*

11 August 1997

USMEPCOM Reg 25-33

A publication that is published by the order of the Commander, USMEPCOM.

*USMEPCOM-unique term

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